

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2023-105**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Fleet Service Coordinator / Shop Technician Helper</b>
<b>OPENING DATE:</b>	<b>April 11, 2024</b>
<b>CLOSING DATE:</b>	<b>April 19, 2024</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>SALARY RANGE:</b>	<b>NE9; \$28,829 - \$43,264</b>

**Position Summary:**

Under general direction of the Fleet Management Program Manager, serves as the point of contact for scheduled preventative maintenance, repair requests, and emergency assistance for Pueblo vehicles. Develops and processes Work Orders and Requests for Purchases. Assists Shop Technicians with repairs and other related duties. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Greets visitors/customers; answers incoming calls; determines purpose of visit/call; ensures appropriate response in a professional and courteous demeanor.
- Orders required parts based on parts/materials list provided by Shop Technicians. Orders office supplies and services.
- Develops and maintains communications with vendors regarding availability of parts, delivery and/or pick up schedules, and backorders.
- Maintains inventory of incoming and outgoing parts and supplies. Retrieves parts as needed.
- Establishes and maintains filing system appropriate to program.
- Maintains database for vehicle preventative maintenance that includes due dates, type of maintenance required, and notification to customer.
- Receives requests for repairs, develops work orders, and schedules service dates.
- Provides clear communication to Shop Technicians regarding specifics of work orders.
- Schedules/prioritizes work in coordination with Manager, Shop Technicians, and needs of customers.
- Tracks work orders to determine progress of work; closes out work orders at completion.
- Maintains database of services performed and parts used on individual vehicles.
- Assists Shop Technician(s) in performing various repair work on powertrain, brakes, suspension systems, hydraulic systems, fuel systems, cooling systems, alternators, electrical systems, and other related items.
- Assists with, or on an individual basis, retrieves stalled/disabled vehicles; transports vehicles to specialized facilities when required.
- Assists with oil changes, addition of DEF to diesel units, and other required/standard preventive maintenance processes/items.
- Uses a variety of testing equipment such as diagnostic scanners, ammeters, voltmeters, and gauges to determine malfunctions and the need for repair.
- Observes safety and health requirements applicable to work environment; reports warranted unsafe conditions to Program Manager.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

**Minimum Qualifications:**

High School diploma or GED required. Two (2) years of automotive repair experience required. Basic proficiency in MS WORD and Excel required. Completion of an automotive maintenance/repair curriculum preferred. FEMA/ICS 100 and 200

Certifications preferred; must obtain within six (6) months of hire. A combination of relevant education and work experience may be considered.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Fleet Services Coordinator/Shop Technician Helper is designated as a Lower Risk Public Trust (LRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of basic office practices, procedures, and equipment.
  - Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
  - Knowledge of MS Word and Excel sufficient to carry out essential duties and responsibilities.
  - Knowledge of principles, materials, methods, practices, and equipment used in automotive maintenance and repair.
  - Knowledge of preventative maintenance processes and procedures.
  - Knowledge of troubleshooting techniques and diagnostics/repair codes.
  - Knowledge of work order system, records management, and retrieval.
  - Knowledge, ability, and skill in database management.
  - Knowledge of occupational hazards, safe working practices, and safety precautions.
  - Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
  - Ability to interpret diagnostics/repair codes.
  - Ability to develop comprehensive work orders and to develop requests for purchases.
  - Ability to handle multiple tasks, create or adjust schedules, and meet deadlines.
  - Ability to establish and maintain positive working relationships with customers and co-workers.
  - Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
  - Skill in operating equipment and skill in use of tools for repairs and services.
  - Skill in reading, understanding, and interpreting shop manuals, schematics, and work orders.
- Skill in computer use, including WORD, Excel, Outlook, and software unique to program.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [poemployment@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);

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2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**