

**THE HOPI TRIBE
SOLID WASTE MANAGEMENT PROJECT**

MECHANIC/MAINTENANCE WORKER

INTRODUCTION: This position is responsible for maintenance repair work on all vehicles assigned to the Solid Waste Management Project. The incumbent performs preventive maintenance monitoring of assigned vehicles and making minor repairs on vehicles/equipment. The incumbent performs technical duties requiring extensive knowledge and skills in the field of auto mechanics.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assist assigned operators, performs daily preventive maintenance on all vehicles/equipment; arrange for outside maintenance and performs minor mechanical repairs on diesel and gas powered equipment.
2. Plans, develops, and schedules maintenance repairs, inspections and service activities on assigned vehicles and equipment; performs maintenance repair activity in field locations; maintains an accurate record of preventive maintenance activities.
3. Conducts and maintains inventory of repair parts, equipment, and requisitions replacement stocks; maintains inventory of parts frequently used.
4. Performs diagnostic assessment of deadline vehicles and equipment; performs necessary corrective measures; ensures assigned landfill equipment is maintained in operational status to perform services.
5. Supervises preventive maintenance activities; provide direction and guidance to equipment operators in performing preventive maintenance i.e. check oil, tires, brakes, lights, fluids, etc.
6. Perform other related duties as assigned and authorized.

COMPLEXITY: The work includes various duties involving different & unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject; phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives.

SUPERVISION RECEIVED: The incumbent's supervisor provides work assignments by defining objectives, priorities, deadlines, and assists incumbent with unusual situations that do not have clear precedents. The incumbent plans and carries out assignments independently in accordance with instruments, policies, and previous training and experience. Completed work is reviewed for technical soundness and accomplishments of objectives, adherence to established program guidelines and tribal procedures.

PERSONAL CONTACTS: Contacts is with employees of the work unit, outside vendors, tribal garage, personnel, other related entities, and the general public. The purpose for the contacts is to exchange factual information on the maintenance/repair of equipment and/or ordering replacement parts.

PHYSICAL EFFORTS AND ENVIRONMENTAL CONDITIONS: The work requires moderate to heavy physical exertion, risks and discomforts associated with repairs, inspections, and maintenance of heavy construction machinery and program vehicles, work requires lifting of heavy objects. Safety precautions associated with the operations of such machinery/vehicles must be observed and adhered too. Incumbent is required to wear protective and safety apparels i.e. overalls, hard hat, goggles, etc.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:
 - A. Education: High School Diploma or G.E.D. Equivalent;

AND

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B. Training: Completion of a two- (2) year certificate program in Diesel/Automotive Mechanics with emphasis in Diesel engines;

AND

C. Experience: Three (3) years work experience as a diesel mechanic;

OR

D. Any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge: Working knowledge of the policies and procedures in requisitioning and ordering parts; knowledge of auto parts, descriptions, and part numbers.

Considerable knowledge of the methods, practices, materials and tools used in diesel/automotive and mechanical repair.

Considerable knowledge of the operating principles of internal combustion diesel/automotive engines.

Extensive knowledge of safety practices and procedures associated with the operation of heavy equipment.

B. Skills: Good verbal and written communication skills to complete mechanical/technical reports.

Good skills in operating and using arc welding machine, oxygen/acetylene gas welding and cutting equipment, and power and hand tools common to the mechanic trade.

Skills in fabricating of various metals and other steel materials.

C. Abilities: Ability to interpret technical information from machine operators and repair manuals.

Ability to analyze mechanical parts, both visually and by audible means.

Ability to order parts, complete work orders, maintains maintenance schedules and checklists.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess a valid Arizona driver's License and Arizona Commercial Driver's License (CDL); satisfactorily complete the Hopi Tribe's Defensive Course.

REVIEWED/APPROVED: Mike Sukhysawa DATE: 7/1/99
Department/Program Hiring Authority

APPROVED: [Signature] DATE: 6/23/99
Personnel Director

RANGE: 24
6/99