



## **MOTOR POOL SERVICE TECHNICIAN**

Office of Facilities & Risk Management

Reports to: Motor Pool Supervisor

Salary/Hourly Range: 20

FLSA Status: NON-EXEMPT

**VALID DRIVER'S LICENSE REQUIRED**

PD Revised: 01/08/2021

### **INTRODUCTION**

This position is responsible for performing routine maintenance service, vehicle inspection and transport in support of the Office of Facilities & Risk Management Services. The incumbent performs duties requiring knowledge and skill in motor vehicle maintenance/upkeep and applicable safety practices and procedures. The incumbent is under general supervision and line authority of the Motor Pool Services Supervisor. The supervisor provides continuing or individual assignment by indicating generally what is to be done, limitations, quality and quantity expected deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice. The incumbent uses initiative in carrying out recurring assignments independently, but refers deviations, problems and unfamiliar situations to the supervisor for assistance.

### **KEY DUTIES AND RESPONSIBILITIES**

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

- 1) Provides minor vehicle maintenance, including tire repair, auto engine parts replacement, troubleshooting of mechanical and electrical systems, routine preventive maintenance and ensures motor pool vehicles are properly and timely serviced and maintained.
- 2) Ensures vehicles are fully functional and safe for customer use, i.e., cleans interior/exterior of vehicle, ensuring safety accessories are ready for use and vehicle is determined to be operable and road-worthy prior to each use
- 3) Assists the Motor Pool Supervisor to develop and maintain a systematic method of inventory, scheduling and assigning Motor Pool vehicles for customer use; maintains vehicle records of use, i.e., office/program use, dates of use, destination, mileage, etc. Inspects and notes condition of vehicle upon check-in, etc. and secures vehicles after use.
- 4) Ensures rental of vehicles are documented and billed properly to programs and villages; reporting to the Director all rentals and conditions.
- 5) Transports vehicles for servicing; assists with roadside emergencies and with recovery of vehicles which may be mechanically inoperable.
- 6) Maintains all work areas in a safe, neat and well-organized manner, i.e., service area, vehicle lot, etc.
- 7) Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with Supervisor, employees within/outside the immediate work unit and with Auto Dealers and Mechanical shops, occasionally with the general public. The purpose of these contacts is to exchange factual information and coordinate work efforts.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work requires strenuous physical exertion requiring lifting objects in excess of 50 lbs. recurring bending, stooping and stretching and working in varying weather conditions. Travel on and off the reservation is required.

### **MINIMUM QUALIFICATIONS**

Education: High School diploma or GED certificate;

AND

Experience: One (1) year work experience in the automotive field performing maintenance/servicing;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard motor vehicle maintenance and safety practices/ procedures.
- Knowledge of motor pool operations and practice.
- Knowledge of records management.
- Good written and verbal communication skills.
- Skill in using hand/power tools and equipment.
- Good customer service skills.
- Ability to follow written and verbal instructions.
- Ability to keep reliable vehicle records, data and information.
- Ability to perform heavy manual labor tasks.
- Ability to establish and maintain positive working relationships with others.

### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and complete/pass the Hopi Tribe's Defensive Driving course. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.