

JOB OPENING ANNOUNCEMENT

Job Title: Mechanic/Fleet Coordinator

Report To: Public Works Manager

Department: Public Works

Job Vacancy: YAN-22-072

Status: Full-Time, Non-exempt

Starting Wage: DOE

Opening Date: 11/21/2022

Closing Date: 12/9/2022

POSITION DESCRIPTION:

The Mechanic/Fleet Coordinator shall coordinate the activities of the Yavapai-Apache Nation Fleet/Motorpool, in accordance to the Fleet Policies. The activities include but limited to keeping all the Fleet and Motorpool vehicles in safe operable conditions, maintain a preventative maintenance schedule, tire replacement schedule, assure that the vehicles are being disbursed in a fair manner, and supervise the Fleet Detailer.

QUALIFICATIONS:

- Must have Certification or Degree in Mechanics.
- Must have two (2) years experience as a mechanic.
- Must have own tools.
- Working knowledge of repairing vehicles.
- Personal computer skills a plus.
- Basic supervisory skills.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Perform the duties of preventative maintenance and repairs to all Fleet and Motorpool vehicles to assure that they are in safe operable conditions at all times.
- Keep a schedule and records of such activities.
- Make sure that the vehicles are being disbursed according to the Fleet Policy.
- Make sure that the vehicles are cleaned properly by directing the Fleet Detailer to do so.
- Strong work ethic.
- Maintain a positive working relationship with tribal employee, executive administration, and outside visitors or vendors.

Physical Requirements

The employee must occasionally lift and/or move up to ten (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

