



# Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502  
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	<b>Job Announcement:</b> HR2017:93
<b>Position Title:</b> Diesel/Auto/Small Engine Mechanic	<b>Advertising:</b> Publicly
<b>Department:</b> Public Works	<b>Division:</b> Facilities
<b>Immediate Supervisor:</b> Mechanic Shop Foreman	<b>Department Director:</b> Public Works Operations Coordinator
<b>Employment Status:</b> Non-Exempt	<b>Position Type:</b> Regular Full-Time
<b>Mandatory Reporter:</b> No	<b>Background Check Required:</b> No
<b>Opening Date:</b> Tuesday, August 8, 2017	<b>Closing Date:</b> Tuesday, August 22, 2017 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.	
<b>Overall Objectives of Position</b>	
<p>The Diesel/Auto/Small Engine Mechanic is responsible for performing work of moderate difficulty in diagnosing, repairing, and servicing a variety of small engines, vehicles and fleet assets. This job description is not an all-inclusive list of duties and responsibilities of this position. The Diesel/Auto/Small Engine Mechanic is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.</p> <p>The Diesel/Auto/Small Engine Mechanic is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.</p>	
<b>Primary Responsibilities of the Diesel/Auto/Small Engine Mechanic</b>	
<ul style="list-style-type: none"> <li>• Checks lights, brake operation, and adjusts according to specifications.</li> <li>• Checks tire wear, tread depth, air pressure, fluid levels, electrical and air lines.</li> <li>• Greases all fittings, checks gauge, warning lights, and buzzers.</li> <li>• Responds to emergency field request for needed repairs.</li> <li>• Performs oil changes, brake service, replace axle seal, axle bearings.</li> <li>• Performs routine small engine repairs and maintenance for Tribal Operations.</li> <li>• Completes major repairs and troubleshoots electrical problems.</li> <li>• Analyzes whether a repair can be successfully complete in-house and when an outside vendor must be contracted.</li> <li>• Coordinates with the Mechanic Shop Foreman any outside repair bids and monitors the competency and cost efficiency of outside repair work/vendors in accordance with the Procurement and Fiscal Policies and Procedures.</li> <li>• Keeps an accurate record of all servicing and repairs</li> <li>• Performs other duties as assigned by appropriate person.</li> </ul>	
<b>Day-to-day Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Performs preventive maintenance and service on diesel engines and assets, small engines, motor coaches, and buses.</li> <li>• Assists Land Management with Heavy Equipment as needed.</li> <li>• Completes overall vehicle inspection and submits completed work order to appropriate supervisor.</li> <li>• Ensures safe effective repair, replacement, maintenance of diesel engine vehicles, small engines, and fleet assets.</li> <li>• Prioritizes work and coordinates with the Diesel/Heavy Equipment Mechanic. Assists the Diesel/Heavy Equipment Mechanic as needed.</li> <li>• Maintains a safe and clean work area.</li> </ul>	
<b>Education/License/Certification and Experience Requirements</b>	
<ul style="list-style-type: none"> <li>• Must have one of the following:             <ul style="list-style-type: none"> <li>(a) Associate's Degree in Automotive Technology; or</li> <li>(b) Four (4) years employment experience in diagnosing, repairing, overhauling, and servicing automobiles.</li> </ul> </li> <li>• Experience with the maintenance and repair of diesel engines required.</li> </ul>	
<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• Knowledge of diesel and gasoline powered equipment required.</li> <li>• Knowledge of automotive and light equipment maintenance and repair.</li> <li>• Knowledge of basic welding and burning skills.</li> <li>• Must be knowledgeable with computers and computer based diagnostics.</li> <li>• Knowledge of and ability to inspect vehicles and maintain Department of Transportation (DOT) compliance preferred.</li> <li>• Knowledge of and ability to complete general mechanical duties, service vehicles and equipment, i.e., front end loaders, backhoes, farm tractors, buses, vans, bush hogs, box blades, etc.</li> <li>• Ability to understand and complete written and verbal instructions.</li> <li>• Must be in good physical condition with the ability to sit, stand walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.</li> <li>• Ability to work independently, as well as a team.</li> </ul>	
<b>Additional Requirements</b>	
<ul style="list-style-type: none"> <li>• Ability to work in a cross-culture environment.</li> <li>• Ability to work odd and irregular hours, as needed.</li> <li>• Must possess a valid state driver license and insurable driving record according to Tribal insurance guidelines.</li> <li>• Must possess State of Alabama Class A Commercial Driver's License (CDL) or must obtain one with in ninety (90) days of official date of hire in this position.</li> <li>• Ability to travel and participate in recommended training to meet the goal and objectives of applicable programs.</li> <li>• Ability to adequately and successfully perform all duties and responsibilities of this position.</li> </ul>	
<p>Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. <b>Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.</b></p>	