

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be Filled:** Mechanic II

**Department:** Maintenance

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or General Education Degree (GED) plus a minimum of three year experience in the Automotive Servicing and Automotive Mechanic- **REQUIRED;**
- Valid California Driver license- **REQUIRED;**
- Must be insurable through the company insurance carrier and maintain throughout employment-**REQUIRED;**
- Must have Automotive Service Excellence (ASE) certified- **REQUIRED;**
- Fuel, grease and lubricate automobiles, trucks and heavy automotive equipment; ensure appropriate fuel levels;
- Perform safety inspections on vehicles and equipment; performs routine work and report safety and other priority work to Assistant Director. Utilize manuals and guidelines recommended by manufacturer;
- Inspect, trouble shoot, adjust, replace and repair necessary units and related parts including cooling exhaust, hydraulic and air brakes, chassis systems, electrical and hydraulic systems;
- Inspect and repair or replace electrical components including gauges, sending units, lights, batteries, charging systems and change various filters;
- Inspect and repair suspension system, hydraulic system and steering system. Inspect and replace exhaust systems, including mufflers and tailpipes;
- Inspect cooling systems for proper cooling and freezer protection; repair leads as needed; Inspect, trouble shoot and arrange outsourced repairs to insure warranty coverage on major components, including engines, transmissions and exhaust systems;
- Arrange outsourced diagnostics to troubleshoot mechanical and electrical problems for repairs; Adjust brakes, belts and inspect for linkages;
- Replace or repair tires, wheels and tubes, install and service batteries, spark plugs, light bulbs, fan belts and other simple mechanical parts;
- Ensure general maintenance and cleanliness of automotive shop, keep inventory of tools and equipment, automotive parts and supplies;
- Keep records of auto repairs and preventative maintenance; Drive to job sites or drive company vehicle to access servicing or repair;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Maintenance Department.

**Reports To:** Assistant Director

**Starting Rate of Pay:** \$15.00 per hour (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Updated:** December 11, 2019

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director                      Date

\_\_\_\_\_  
Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.