

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

**Department:** Maintenance

**Position to be Filled:** Mechanic I

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or General Education Degree (GED) plus a minimum of three years experience in the Automotive Servicing;
- Valid California Driver license- **REQUIRED**;
- Must be insurable through the company insurance carrier and maintain throughout employment-**REQUIRED**;
- Assist with performing 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;
- Assist with inspecting, trouble shoot, adjust, replace and repair necessary units and related parts, including engine, transmission, cooling exhaust, hydraulic and air brakes, chassis systems, electrical and hydraulic systems;
- Assist with inspecting and repair or replace electrical components including gauges, sending units, lights, batteries, charging systems and change various filters;
- Assist with inspecting and repair suspension system, brake system, hydraulic system and steering system. Inspect and repair exhaust systems, including mufflers and tailpipes;
- Assist with inspecting cooling systems for proper cooling and freezer protection; repair leads as needed;
- Assist with adjusting brakes, belts, and inspect for linkages;
- Assist with replacement or repair tires, wheels and tubes, install and service batteries, spark plugs, light bulbs, fan belts, and other simple mechanical parts;
- Assist in general maintenance and cleanliness of automotive shop, keep inventory of tools and equipment, automotive parts and supplies;
- Assist with records of auto repairs and preventative maintenance;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Maintenance Department.

**Reports To:** Assistant Director

**Starting Rate of Pay:** D.O.E.- Range 15 (Non-Exempt)

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

**Date Posted:** January 19, 2016

**Deadline:** Open Until Filled

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Department Director                      Date

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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.