



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Job Announcement: HR2019:125	
Position Title: Auto Mechanic Assistant	Advertising: Publicly
Department: Public Works	Division: Facilities
Immediate Supervisor: Mechanic Shop Foreman	Department Director: Public Works Director
Employment Status: Non-Exempt	Position Type: Regular Full-Time
Mandatory Reporter: No	Background Check Required: Yes **
Opening Date: Monday, September 30, 2019	Closing Date: Monday, October 14, 2019 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.	
Overall Objectives of Position	
The Auto Mechanic Assistant assists with general maintenance, repairs, and service for all Tribal owned vehicles and equipment. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Auto Mechanic Assistant is expected to perform all duties and responsibilities necessary to meet the goals and objectives and applicable programs.	
The Auto Mechanic Assistant is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.	
Primary Responsibilities of the Auto Mechanic Assistant	
- Assists with general maintenance, repairs, and service for all Tribal owned vehicles and equipment. - Responds to road service calls, and performs towing services as needed. Performs duties and assignments as administered by the internal Maintenance Control Software System (EMAINT) and via the EMAINT program services, functions, and activities as per Public Works standard operating procedures. - Assists with routine maintenance, cleaning, and acquisitions of maintenance shop and related facilities and buildings. - Performs other duties as assigned by the appropriate person.	
Day-to-day Responsibilities	
- Responsible for picking up parts needed for repairs. - Assists with the management, maintenance, and upkeep of Tribal Government assets as needed. - Assists with the records of all servicing and repairs. - Fuels, washes, and cleans Tribal Government assets as assigned or as operations allows. - Changes and repairs tires. - Assists with Heavy Equipment, Bus, or Automotive repairs as needed. - Performs and/or assists with small engine repairs, ATV, or Grounds equipment repairs as needed. - Performs routine vehicle service inspections and maintenance to include tune-ups on cars, trucks, tractors, lawn equipment, off-road equipment and small engines. - Performs and/or assists with small engine repairs, ATV, or grounds equipment repairs as needed. - Assists with parts and tool inventory.	
Education/License/Certification and Experience Requirements	
- High school diploma or equivalent preferred. - One (1) year automotive repair experience preferred. - One (1) year small engine repair experience preferred. - Repair and maintenance experience on light and heavy equipment preferred.	
Skills Required	
- Ability to work in a high-performance, fast-paced, high-pressure environment. - Knowledge and ability to complete general mechanical duties and service vehicles and equipment. - Knowledge of and ability to inspect vehicles and maintain Department of Transportation (DOT) compliance preferred. - Ability to understand and complete written and verbal instructions. - Must provide necessary hand tools to complete daily task. - Ability to work in a cross-cultural environment. - 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.	
Additional Requirements	
- Ability to work odd and irregular hours, as needed. - Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines. - Ability to travel and participate in required training, leadership development, and other events. - Ability to adequately and successfully perform all duties and responsibilities of this position.	
Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government. **Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must <u>successfully</u> complete a background check prior to employment.	