



CHOCTAW REGIONAL TRANSPORTATION AND MAINTENANCE FACILITY - STATE GRANT

390 INDUSTRIAL PARK, SUITE 1
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429
FAX 601-650-7442

JOB ANNOUNCEMENT #038056

POSITION TITLE: Automobile Mechanic
OPENING DATE: **JUNE 26, 2023**
CLOSING DATE: **JULY 10, 2023 OR UNTIL FILLED**
SALARY: Tribal Salary Grade 11
SUPERVISOR: Service Manager, Choctaw Regional Transportation and
Maintenance Facility
EMPLOYMENT TYPE: Regular Full time; Non-exempt
JOB LOCATION: Community Regional Transportation & Maintenance Facility

SCOPE OF SERVICE AND EFFECT:

The Auto Mechanic at the Community Regional Maintenance Facility is an integral member of the overall public transportation team. The Auto Mechanic is responsible for performing skilled repair and maintenance on vehicles with related duties as required. Duties include servicing auto equipment, performing inspections, diagnosing problems using computerized systems, and repairing mechanical, electrical, and other defects on vehicles. Performing tune-ups, relining and adjusting brakes, steering gears, starters, and generators are included in the scope of work. The Auto Mechanic performs services and repairs necessary to ensure safe and reliable operations of tribal and non-tribal vehicles. This work includes inspection of safety equipment and other specialty items as required by the services these vehicles will perform.

RESPONSIBILITIES AND DUTIES:

1. Learn and adhere to the Tribe's Fleet Safety Policy.
2. Maintain complete and accurate inventory of personal hand tools.
3. Be able to perform mechanical services for safe repair of vehicles.
4. Demonstrate proficiency in all areas of maintenance and repair on vehicles.

5. Demonstrate ability to perform computerized diagnosis for drivability, air conditioning, and charging system concerns.
6. Fully understand automotive wiring diagrams.
7. Demonstrate knowledge of the proper use of shop equipment, standard operating procedures, and safety guidelines.
8. Test-drive all vehicles after repair.
9. Perform safety check per checklist.
10. Demonstrate ability to work successfully in a computer-oriented work environment.
11. Keep work area clean and well organized.
12. Complete all work orders and other necessary forms as required.
13. Be available to work during evenings, on-call, weekends and holidays.
14. Advise Service Manager of any unsafe conditions found on vehicles.
15. This is a safety sensitive position subject to the MBCI's Drug and Alcohol Testing Policy.
16. The Automobile Mechanic performs all other duties as assigned by the supervisor.

WORKING CONDITIONS/ENVIRONMENT:

This job requires a combination of standing, sitting, and walking, as well as excellent visual and auditory skills to be able to clearly communicate with the staff. The environment is typically noisy and full of fumes and pollutants from vehicle exhaust systems. Work hours are often long and frequently included weekends.

PHYSICAL DEMANDS:

Includes heavy lifting, stooping, and climbing many include working outside at times.

QUALIFICATIONS:

1. Must have two (2) years' experience in the auto mechanic field, Automotive Service Excellence (ASE) certifications, or diploma from an educational institution.
2. Working knowledge of computers: Windows software, Microsoft Word, and Excel.
3. Must have a valid Class R Driver's License but must attend classes to obtain a Class B license with Air Brakes, Passenger (P), and School Bus (B) endorsements within one year of hire.
4. Must have a current Medical Examiner's Certificate form MCSA-558756.
5. Fluency in both Choctaw and English preferred.
6. Must be able to travel at times on job related responsibilities and for training.
7. Must have liability insurance on personal vehicles in compliance with Mississippi law.
8. Due to the nature of the position for *on call*, you must have access to a telephone or cell phone.

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case by basis.

The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and then Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for; or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350