

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 one to two years experience in the Automotive Servicing- **REQUIRED;**
- Valid California Driver license- **REQUIRED;**
- Must be insurable through the company insurance carrier and maintain throughout employment-**REQUIRED;**
- Assist with fuel, grease and lubricate automobiles, trucks and heavy automotive equipment; ensure appropriate fuel levels;
- Assists with performing safety inspections on vehicles and equipment; performs routing work and report safety and other priority work to the Mechanic II. Utilize manuals and guidelines recommended by manufacturer;
- Assists with inspecting, trouble shooting, adjust, replace and repair necessary unites and related parts, including 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;
- Assists with inspecting and repairing suspension system, hydraulic system, hydraulic system and steering system. Inspect and replace exhaust systems, including mufflers and tailpipes;
- Assist with inspecting cooling systems for proper cooling and freezer protection; repair leaks as needed;
- Assist with adjusting brakes, belts and inspect for leakages;
- 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;
- Assists with inspecting, trouble shoot and arrange outsourced repairs to insure warranty coverage on major components, including engines, transmissions and exhaust systems;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Maintenance Department.

**Reports To:** Director

**Starting Rate of Pay:** \$13.50 per hour (Non-Exempt)

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

**Date Posted:** September 4, 2020

**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.**