



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

## EMPLOYMENT OPPORTUNITIES

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<b>Closing Date:</b>	<b>Until Filled</b>
<b>POSITION TITLE:</b>	Transit Mechanic
<b>LOCATION:</b>	Sitting Bull College Transit Center Fort Yates, ND
<b>SALARY:</b>	Administrative LIV (\$43,400-\$45,200)
<b>SUPERVISION:</b>	Transit Director

### SUMMARY OF WORK:

This is a highly responsible managerial and mechanical position. The Transit Mechanic is responsible to manage and operate the Service Center auxiliary business; plan, schedule, and perform repairs of the transit fleet and other motorized equipment; and supervise the Transit Facilities and Fleet Coordinator.

### DUTIES AND RESPONSIBILITIES:

1. Supervision of Facilities and Fleet Coordinator duties include:
  - a. Responsible for work assignments.
  - b. Responsible for timesheets and leave authorization.
  - c. Assist Director with employee management.
2. Plan and implement a program of scheduled preventative maintenance of the transit fleet and other motorized equipment including recalls, warranty, vehicle repairs, body work, etc.
3. Manage and operate the Service Center auxiliary business.
4. Procure authorization from the GSA Maintenance Control Center for repairs and services over \$100.
5. Maintain vehicle records for GSA fleet vehicles.
6. Maintain the Service Center shop area in a clean, orderly and safe condition.
7. Perform mechanical repairs on vehicles and other motorized equipment.
8. Assist Transit Coordinator with emergency service calls for stranded buses or other transit equipment.
9. Coordinate with Facilities and Fleet Coordinator for ordering and stocking all necessary repair parts and necessary supplies.
10. Operate transit vehicles and equipment.
11. Write purchase orders, order parts, and ensure parts are received in a timely manner.
12. Responsible for assisting the Director with bidding processes and procurement of vehicles and facility equipment.
13. Attend meetings and training as required.
14. Provide friendly, helpful customer service to the public.
15. Must communicate and work effectively with others.

16. Receive training necessary to provide safe and reliable service.
17. Attend all scheduled college functions and meetings as required.
18. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events)
19. Promote and recruit students for Sitting Bull College.
20. Other duties as assigned by the Transit Director.

**QUALIFICATIONS:**

1. High School graduate.
2. Degree or certificate in automotive repair or related field; or two years of experience working in a position requiring basic mechanical aptitude.
3. Work independently with minimal supervision.
4. Acceptable experience in the repair and preventative maintenance of paratransit buses and other motor vehicles preferred.
5. Knowledge of repair shop practices including welding, safety regulations and practices.
6. Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.
7. Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
8. Must have knowledge of ordering parts, record keeping, and computers.
9. Knowledge of pertinent Federal, State, Tribal, and local laws, codes and regulations.
10. Occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
11. Must possess CDL Passenger Endorsement driver's license and valid medical examiners certificate.
12. Good driving record.
13. Perform heavy manual labor.
14. Dependability and flexibility.
15. Must become HVAC Certified.

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**New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA \* EEO \* M \* F \* V Employer**

**Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

**Any applicant not having the above documents enclosed will not be considered**