Sitka Tribe of Alaska

Job Description

AUTOMOTIVE MECHANIC ASSISTANT

Exempt:	No	**Grade:**	8 ($22.36-$24.98)
Department:	STE/Transportation	**Hours:**	Part-Time/Varies
Reports to:	Automotive Mechanic	**Effective Date:**	March 1st, 2026
Prepared by:	Human Resources Manager	**Approved by:**	General Manager

I. SUMMARY

This position supports operations for the RIDE and Tribal Tours, under the Sitka Tribal Enterprises (STE) Department, by assisting in mechanical duties and providing custodial duties for all STE vehicles, bus stops, and shelters. This position provides hands-on assistance to the Automotive Mechanic in the preventative maintenance of vehicles, as well as assisting with exterior cleaning and interior detailing of all buses, vans, and cars for STE. Work hours vary due to the fluctuating schedules for the vehicles. The Automotive Mechanic Assistant must be able to work weekends, evenings, and some holidays as needed.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority
- This position reports to the Automotive Mechanic and does not supervise any positions.

B. Primary Duties
- Assist the Automotive Mechanic in preventative maintenance of vehicles including, but not limited to:
    - Tire changes and services, fluid changes, brake changes and servicing, engine servicing, replacing exterior and interior lights, servicing seats and interior fixtures, servicing radio and PA systems
    - Use hand tools, such as screwdrivers, pliers, wrenches, pressure gauges, or precision instruments, as well as some power or air-powered tools
    - Utilize multiple different types of jacks to lift trucks, buses, and heavy parts or equipment
    - Assist with annual vehicle inspections
    - Assist with inventory of all mechanic shop tools and equipment
    - Assist in documenting mileage and vehicle service
    - Make supply needs list and provide to Administrative Assistants to order
    - Attach test instruments and read dials and gauges to help diagnose malfunctions

- Perform snow and ice removal duties as assigned, including but not limited to plowing, shoveling, sanding, and salting
- Perform bus washing, cleaning and detailing duties as assigned, including but not limited to:
    - Exterior washing and scrubbing
    - Interior sweeping, mopping, vacuuming, window washing, cleaning seats and seat belts, wiping and sanitizing rails and other surfaces, taking out trash and replacing trash bags and other necessary supplies
- Make cleaning supply list as needed, and submit to Administrative Assistants for ordering/purchasing
- Responsible for the safekeeping and return of assigned keys
- Drive non-CDL STA vehicles to plow, sand, and run errands as needed
- Other duties as assigned

C. Meetings, Responsibilities, and Professional Conduct

- Attend all All-Staff meetings
- Attend STE/Tours/Transportation staff meetings when requested
- Attend all assigned trainings
- Submit completed and signed timesheets in a timely manner

III. MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent
- Must be able to follow directions with minimal guidance and work independently when necessary
- Ability to take directions and communicate clearly, both verbally and non-verbally
- Must be physically able to perform the required tasks in unfavorable weather conditions
- Must have attention to detail
- Ability to maintain composure and professionalism at all times
- Demonstrate being a reliable worker (show up on time and be consistent with the required work schedule).
- Must have a valid Alaska Driver's License with the ability to be insured (23 years of age or at least three years of driving experience)

IV. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit

fingerprints, and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.

V. PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.