

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS00514313

DATE POSTED: 01/08/18

POSITION NO: 943137

CLOSING DATE: 01/22/18

POSITION TITLE: Senior Auto Parts Technician

DEPARTMENT NAME / WORKSITE: DGS/Navajo Transit System - Fort Defiance, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A159A

WORK HOURS: 8 am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 26,936.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 12.95 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty ordering, receiving, stocking, and issuing automotive, diesel and equipment parts and supplies; may perform lead duties; performs related work as assigned. Maintains an automated auto parts inventory and accounting system; orders, receives, stocks, and issues parts, tires, lubricants, and operating supplies; makes arrangements for delivery or delivers parts; enters work order information into database including parts on work order; assists and communicates with automotive technicians on requirements and selecting parts to ensure proper product line; maintains ongoing inventory of fast moving items; contacts vendors for out of stock parts and supplies; obtains quotations, prepares purchase requisitions and required documents.

Reviews invoices; monitors balances of purchase orders; verifies parts and supplies received for compliance with specifications and quantity; prepares required reports; conducts physical inventory; responsible for return and replacement of obsolete parts; maintains proper handling and disposal procedures for chemicals and solvents; maintains clean safe working environment; assists with wrecker/tow truck services; Performs minor mechanical work such as replacing headlights, fuses, turn signal, mirrors and belts and lift inspections; Assists mechanics as needed; coordinates services with Navajo Nation departments; may be delegated in the absence of supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and three (3) years experience in receiving, stocking, and issuing automotive parts and supplies; one (1) year of which must have been in accounting or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.
- Some positions may require a Commercial Driver's License (CDL:) or other related certifications.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Favorable background check, pass a pre-employment drug test in accordance to FTA regulations.

Knowledge of maintaining automotive, diesel, and equipment, parts and inventory; Knowledge of procurement policies and procedures; Knowledge of occupational safety and health practices and procedures related to the procurment of automotive equipment and supplies; Knowledge of and environmental rules, regulations and guidelines related to the storage of automotive supplies and parts; Knowledge of basic accounting or business practices and methods; Knowledge of customer service/public relations practices; Skill in ordering, receiving and stocking automotive parts and supplies. Skill in maintaining computerized databases and inventory; Skill in safely dispensing and disposing of chemicals and solvents; Skill in quickly and effectively obtaining automotive parts and supplies from vendors; Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.