

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02715068

DATE POSTED: 03/29/18

POSITION NO: 202375

CLOSING DATE: 04/27/18

POSITION TITLE: Senior Auto Parts Technician

DEPARTMENT NAME / WORKSITE: Division of General Services / Fleet Management Department / Tuba City, AZ

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

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

SENSITIVE SEASONAL: DURATION : _____ \$ 12.95 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

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; receives, inputs, closes, schedule vehicle work order information in database; 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; prepares purchase requisitions and required documents.

Posts 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 after hours vehicle recovery services; coordinates services with Navajo Nation departments & programs and other assigned duties.

Minimum Qualifications:

- A high school diploma/GED; and three (03) years of experience in receiving, stocking and issuing auto parts and supplies; one (01) 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.
- 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:

Knowledge in accounting functions, accuracy and attention to detail. Knowledge of procurement policies and procedures. Knowledge of occupational safety and health practices and procedures related to the procurement of automotive equipment and supplies. Knowledge of the environmental rules, regulations and guidelines related to the storage of automotive supplies and parts. Knowledge of business practices and methods. Knowledge of customer service/public relations practices. Knowledge of tire construction, rating and terminology. Knowledge in engine, chassis, lubrication, power training, fluids and coolant.

Skills in ordering, receiving, stocking parts and supplies in a quickly and effective manner, maintaining computerized database and inventory. Skills in customer service and 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.