

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DGS0273130

Date Posted: 05/09/11

POSITION NO: 202371

Closing Date: 05/20/11

CLASS CODE: 4043

POSITION TITLE: SENIOR AUTO PARTS TECHNICIAN

DEPARTMENT NAME: DGS/FLEET MANAGEMENT DEPARTMENT

DEPARTMENT NO: 27 WORKSITE LOCATION: CROWNPOINT, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: 5 Days/Week

Permanent:

SALARY:

Hours: 40/Week

Temporary:

Duration: \_\_\_\_\_ \$ \$24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, perform administrative duties of average difficulty by assisting in the supervision of subordinates to obtain, store and issue parts in the maintenance of a large fleet of motor vehicles; and perform related work as required. May assist in supervising subordinates; keeps a large perpetual inventory of small fast moving parts used in common repairs; determines order point and insures appropriate credit on exchanges; finds the best price to get items in order not to delay repairs; checks on repair jobs in shop; anticipates parts needs, and orders in advance of expressed need; keeps abreast of possible sources for parts and arranges appropriate transportation for parts to have available when needed; keeps records and prepares reports.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School diploma or GED; and *(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)*

**Experience:**

three (3) years of 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, training, and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Computer literate, knowledge of the RTA system; ability to read the parts manual and ability to know the difference in parts.

**License/Certification Requirements:**

Must possess a valid state driver's license and Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL) or other related certifications.

**VETERANS PREFERENCE APPLIES**

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

Revised: 1-15-99