**Job Vacancy Announcement**

**Position Title:** Auto Parts Technician

**Department Name / Worksite:** Fleet Management, Tuba City Service Center

**Work Days:** 5 days/ Week  
**Work Hours:** 40/ Week  
**Regular Full Time:**  
**Part Time:**  
**Seasonal:**  
**Temporary:**  
**No. of Hrs./wk.:**  
**Grade/Step:** AR57A

**Closing Date:** 07/26/2019 5:00pm

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**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; assist and communicates with automotive technicians on requirements and selected 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 balance 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 work environment; assist with after hours vehicle recovery services; coordinates services with Navajo Nation departments and programs and other assigned duties such as; faxing, printing, daily fuel monitoring, greeting customer/public, and other assigned duties.

**QUALIFICATION REQUIREMENTS:** (Education, Experience and Training)

**Minimum Qualifications:**
- A high school diploma/GED; and one (1) year of counter parts automotive experience.

**Special Requirements:**
- Possess a valid state driver's license.
- Some positions require a Commercial Driver's License (CDL).
- A favorable background investigation.

*(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:**

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**The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act and Veterans' Preference.**

Revised: 03.05.18