THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0276813** Date Posted: 07/16/12

POSITION NO: 202375 Closing Date: 07/27/12

CLASS CODE: 4043

POSITION TITLE: **SENIOR AUTO PARTS TECHNICIAN**

DEPARTMENT NAME: DGS/FLEET MANAGEMENT DEPARTMENT

DEPARTMENT NO: 27 WORKSITE LOCATION: Tuba City, Arizona

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:
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; 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 wrecker/tow truck services; coordinates services with Navajo Nation departments.

QUALIFICATION REQUIREMENTS:
Education and Training:
High school graduate or GED

Experience:
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, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)
Special Knowledge, Skills and Abilities:
Thorough knowledge and ability of maintaining automotive, diesel and equipment, parts and inventory; computer hardware, software, peripherals; procurement policies and procedures, occupational safety & health practices and procedures related to the procurement of automotive equipment and supplies, environmental rules, regulations & guidelines related to the storage of automotive supplies, basic accounting or business practices and methods and customer service/public relations practices. Skills in quickly & effectively obtaining automotive parts & supplies from vendors and maintaining computerized databases and inventory.

License/Certification Requirements:
Must possess a valid state driver's license and obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES

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