THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02718455
DATE POSTED: 08/12/19
POSITION NO: 202375
CLOSING DATE: OUF
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: ☑ SENSITIVE ☐ PART TIME: ☑
NO. OF HRS./WK.: $ 23,254.40 PER ANNUM DURATION:
GRADE/STEP: AR57A SENSITIVE ☐ TEMPORARY: ☑ $ 11.18 PER HOUR
NON-SENSITIVE ☐

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:

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