THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0279337**	DATE POSTED:	**10/06/14**
POSITION NO:	**212010**	CLOSING DATE:	**10/17/14**
POSITION TITLE:	**Senior Auto Parts Technician**		
DEPARTMENT NAME / WORKSITE:	Department # 27, Fleet Management Department, Shiprock, New Mexico		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB59A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 12.63	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work in maintaining an automated auto parts inventory and accounting systems; 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; may be delegated in the absence of supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and 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.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- One (1) year of experience as an automotive mechanic/technician.

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:

Work requires lifting, carrying, and stocking of automotive parts and supplies weighing up to 50 pounds with potential exposure to hazardous fumes and chemicals.

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