

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02718763

DATE POSTED: 10/11/19

POSITION NO: 202375

CLOSING DATE: Open Until Filled

POSITION TITLE: Auto Parts Technician

DEPARTMENT NAME / WORKSITE: Fleet Management, Tuba City Service Center

WORK DAYS: 5 days/ Week

REGULAR FULL TIME:

GRADE/STEP: BC57A

WORK HOURS: 40/ Week

PART TIME: NO. OF HRS./WK.: _____

\$ 23,712.00 PER ANNUM

SENSITIVE

SEASONAL: DURATION : _____

\$ 11.40 PER HOUR

NON-SENSITIVE

TEMPORARY: _____

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:

Knowledge in accounting functions, accuracy and attention to detail. Knowledge of procurements policies and procedures. Knowledge of occupational safety and health practices and procedures related to the procurement of automotive equipment and supplies. Knowledge of environmental rules, regulations and guidelines related to the storage of automotive supplies and parts. Knowledge of business practices and methods. Knowledge of customer services/ public relations practices. Knowledge of tire construction, rating and terminology. Knowledge in engine, chassis, lubrication, powertrain, fluids and coolant. Skilled in ordering, receiving, stocking parts and supplies in a quick and effective manner, maintaining computerized database and inventory. Skills in customer service and establishing and maintaining effective working relationships.

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