**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:** BQ57A

**WORK HOURS:** 40/ Week  
**PART TIME:**  
**NO. OF HRS./WK.:** 25,513.12  
**$ PER ANNUM**

**SENSITIVE**  
**SEASONAL:**  
**TEMPORARY:**  
**DURATION:** $12.09

**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