THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02716719 DATE POSTED: 12/10/18
POSITION NO: 202375 CLOSING DATE: 01/23/19
POSITION TITLE: Senior Auto Parts Technician

DEPARTMENT NAME / WORKSITE: Division of General Services / Fleet Management Department / Tuba City, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☑
WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: $ 27,601.60 PER ANNUM
SENSITIVE ☐ SEASONAL: ☐ DURATION: ☐ $ 13.27 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; 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 after hours vehicle recovery services; coordinates services with Navajo Nation departments & programs and other assigned duties.

Minimum Qualifications:
● A high school diploma or GED; and 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 and experience.

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:

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