

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS0272972

Date Posted: 03/14/11

POSITION NO: 202371

Closing Date: 03/25/11

CLASS CODE: 4043

POSITION TITLE: SENIOR AUTO PARTS TECHNICIAN

DEPARTMENT NAME: Division of General Services/FLEET MANAGEMENT DEPARTMENT

DEPARTMENT NO: 27 WORKSITE LOCATION: CROWNPOINT, NEW MEXICO

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N59A

Days: MON - FRI

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 23,899.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.49 Per Hour

DUTIES AND RESPONSIBILITIES:

Maintains an automated auto parts inventory of all supplies, parts, lubricants, and tires; orders, receives, stocks, and issues/distributes request parts and supplies; makes arrangement for delivery or delivers parts; enters work order information into database including parts on work orders; assists and communicates with automotive technicians on requirements and selecting parts to ensure proper product line; maintains ongoing inventory of fast moving items; verifies invoice against incoming parts and supplies and ensures appropriate credit on exchange; 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; ensures purchase of quality parts and supplies at most economical price; follow up on orders and deliveries; prepare 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.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma and or GED; experience in counter parts automotive experience; must have computer skills; accounting skills; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Experience:

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 experiences; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

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. Knowledge of computer hardware, software, and peripherals. Basic knowledge of accounting or business practices and methods. Skills in customer service. Knowledge of environmental rules, regulations and guidelines related to the storage of automotive supplies and parts. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

License/Certification Requirements:

Must possess a valid state driver's license and Navajo Nation vehicle Operator's Permit. May require a Commercial Driver's License (CDL) or other related certifications. Work towards an ASE certification in Parts.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99