THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0273059** | Date Posted: **03/28/11**

POSITION NO: 212010 | Closing Date: **04/08/11**

CLASS CODE: 4043

POSITION TITLE: **Senior Auto Parts Technician**

DEPARTMENT NAME: DGS/Fleet Management Department

DEPARTMENT NO: 27 | WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS:
Days: 5 days/Week
Hours: 40 hrs./Week

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: _____

GRADE: R590A

SALARY:
$ 24,752.00 Per Annum
$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work in maintaining an automated auto parts inventory and accounting system; orders, recieves, 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 puchase 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.

QUALIFICATION REQUIREMENTS:

Education and Training:

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; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(to receive credit for education applicant must submit copies of transcripts, degrees, certificates.)**

Experience:

Knowledge in computer hardware, software and peripherals; customer service/public relations practices; basic accounting or business practices and methods; occupational safety and health practices and procedures related to the procurement of automotive equipment and supplies; skill in quickly and effectively obtaining automotive parts and supplies from vendors; establishing and maintaining effective working relationships with customers and co-workers.

Special Knowledge, Skills and Abilities:

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License/Certification Requirements:

Must possess a valid state driver's license and Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to deminstrate fluency in both the Navajo and English languages as a condition of employment. ***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***