

### **AUTO PARTS SUPERVISOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty supervising and overseeing staff engaged in the inventory of automotive parts, supplies and equipment and maintenance of records of issuance and receipts; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Plans, organizes, and monitors automotive parts department activities and operation; approves, orders, and receives automotive parts and supplies; posts invoices; maintains inventory records, stocking levels of supplies, parts, lubricants, and tires; assists assigned staff with identification of automotive parts and supply needs, references and cross checks part number; verifies parts in inventory; contacts outside vendors for out of stock parts; maintains an automated inventory and accounting system; maintains all work orders and cross references with database.

Verifies parts and supplies received for compliance with specifications and quantity; accounts for missing items, incorrect prices and wrong parts; stores and issues parts and supplies for a variety of automotive equipment; researches vendor pricing on parts and supplies; responsible for the return and replacement of obsolete parts; makes arrangement for shipping/pick up in accordance with applicable procedures; performs periodic inventory review; maintains account and vendor payments.

Supervises, assigns, and reviews work of assigned staff; conducts employee performance appraisals and takes appropriate action when needed; trains staff in the safe and proper use of equipment; provides and enforces safety regulations and procedures; prepares required reports.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of maintaining automotive and equipment, stock, parts and inventory.

Knowledge of computer hardware, software and peripherals.

Knowledge of supervisory practices and procedures.

Knowledge of sources of supply, markets and price trends for automotive parts and supplies.

Skill in accurately entering, updating and maintaining computerized databases and inventory.

Skill in quickly and effectively obtaining automotive parts and supplies from vendors.

Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires extensive computer keyboarding, attention to detail, moving parts and supplies weighing up to 30 pounds; and exposure to potentially hazardous chemicals and fumes.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; and four (4) years automotive parts and supply inventory clerk experience, including one (1) year in a supervisory capacity.

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

THE NAVAJO NATION

Class Code: 4042  
General Services and Maintenance Series  
Fleet Management Group  
Overtime Code: Non-Exempt  
Pay Grade: 60

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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.