

AUTO PARTS TECHNICIAN

DEFINITION: Under general supervision, performs work of routine difficulty stocking, ordering and issuing automotive, equipment parts and supplies; and 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:

Maintains inventory of all supplies, parts, lubricants and tires; establishes inventory controls; orders and issues/distributes requested parts and supplies; follows up on orders and deliveries; receives merchandise and stocks all incoming supplies and parts; makes arrangements for delivery or delivers parts; verifies invoice against incoming parts and supplies and ensures appropriate credit on exchanges.

Compares prices to determine from which vendor to purchase parts and supplies; ensures purchase of quality parts and supplies at most economical price; maintains automated parts inventory and accounting systems; maintains and monitors repair jobs by entering and closing work orders in appropriate database; prepares requisitions and other required documents; enters invoices; conducts physical inventory; answers telephones.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of computer hardware, software and peripherals.

Knowledge of general office practices and procedures.

Knowledge of occupational safety and health practices and procedures related to the stocking of automotive equipment and supplies.

Knowledge of the environmental rules, regulations and guidelines related to the storage of automotive supplies and parts.

Knowledge of basic accounting or business practices and methods.

Knowledge of customer service/public relations practices.

Skill in ordering, receiving and stocking automotive parts and supplies.

Skill in maintaining computerized databases and inventory.

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

Skill in utilizing customer service techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the lifting, carrying, and stocking of automotive parts and supplies weighing up to 50 pounds with potential exposure to hazardous fumes and chemicals.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and one (1) year of counter parts automotive experience.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license and Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL).

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.