



**CHOCTAW REGIONAL TRANSPORTATION AND  
MAINTENANCE FACILITY - STATE GRANT**

390 INDUSTRIAL PARK, SUITE I  
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426  
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429  
FAX 601-650-7442

**JOB ANNOUNCEMENT # 320055**

**POSITION TITLE:** Automotive Parts Assistant  
**OPENING DATE:** **JUNE 26, 2023**  
**CLOSING DATE:** **JULY 10, 2023 OR UNTIL FILLED**  
**SALARY:** Tribal Salary Grade 08  
**SUPERVISOR:** Service Manager, Community Regional Transportation and  
Maintenance Facility  
**EMPLOYMENT TYPE:** Regular Full time; Non-exempt  
**JOB LOCATION:** Community Regional Transportation & Maintenance Facility

**SCOPE OF SERVICE AND EFFECT:**

The Automotive Parts Assistant at the Community Regional Transportation and Maintenance Facility is an integral member of the overall Parts Department team. The Automotive Parts Assistance is responsible for assisting in maintaining an accurate, computerized inventory of automotive parts, supplies, and a comprehensive inventory with detailed information concerning location, date purchased, price, sales history, and stocking inventory details. The Automotive Parts Assistance oversees the Parts department when the Automotive Parts Manager is not available. The Automotive Parts Assistance will assist with updating and rotating inventory as needed to ensure efficiency. The Automotive Parts Assistance will assist in ensuring that automotive parts are ordered and purchased in a manner that is timely, accurate, and cost effective. Under general supervisor of the Automotive Parts Manager, Community Regional Transportation and Maintenance Facility, the Automotive Parts assists in maintaining the Maintenance shop Parts department and ensuring safe working conditions as well as maintaining the appearance of the Parts department and ensuring it is clean, safe, and environmentally friendly.

**RESPONSIBILITIES AND DUTIES:**

1. Maintain an accurate, computerized inventory of automotive parts and supplies;

2. Updating the parts inventory as needed for routine daily activities at Choctaw Transportation;
3. Select, order, and purchase automotive parts as needed in a timely and accurate manner;
4. Ensuring that automotive parts inventory and pricing in computer is accurate and up-to-date;
5. Communicate effectively with Automotive Service Manager and Mechanics to determine parts and supplies needs;
6. Ensure that parts from local distributors, and all cores are returned/credit received are picked up in timely manner;
7. Accept responsibility for learning and receiving training in order to operate the computerized inventory system;
8. Accept responsibility to attend training to learn about new models, new parts, new automotive systems, new public transit vehicle equipment, new technologies, warranty information, contact information systems, and any additional training that may be required in order to maximize the effectiveness of the Parts Assistant's position;
9. Generate computerized, written inventory reports on a minimum monthly basis and on an annual basis and submit the report to the Director, assist in preparing budget line items for operating parts, and also complies with inventory audit requests;
10. Accurately lists all items on work orders issued to mechanics;
11. Return all parts that are defective, ordered incorrectly, or shipped wrong in an accurate and timely manner/ ensure replacement parts are top quality and adhere to quality assurance guidelines;
12. Assist with pick-up and delivery of vehicles as needed;
13. Ensure that the parts area is secure at the end of the work day;
14. Demonstrate good verbal and written communication skills required to interact with staff and customers;
15. Ensure the Maintenance Facility is clean and operating safely and in accordance with Tribal, State, and Federal guidelines regarding hazardous materials handling and disposal;
16. Assist in maintaining current knowledge of warranties and as needed recalls from manufacturers;
17. Must be familiar with all Federal regulations regarding waste products in work area;
18. Assist in serving as the link between the factory representatives and the facility, and may be required to attend meetings and conferences to further these relationships;
19. Assist in communicating effectively with GSA and MDOT Public Transit officials. Also with Ford, Chevy, Dodge, Goshen Bus, International School Busses, Carrier, AC, Braun, Ricon, and many other manufacturers of vehicles and after-market equipment that is added on to certain vehicles. This communication may be complex, and is very important especially when warranty issues arise;
20. Assist with the development and implementation of standard operating procedures for parts management;
21. This is a safety sensitive position subject to the MBCI's Drug and Alcohol Testing Policy;
22. The Automotive Parts Assistant performs all other duties as assigned by the supervisor.

### **WORKING CONDITIONS/ENVIRONMENT:**

This job requires a combination of standing, sitting, and walking, as well as excellent visual and auditory skills to be able to clearly communicate with the automotive repair staff. The environment is typically noisy and full of fumes and pollutants from vehicle exhaust systems. Work hours are often long and frequently included weekends.

### **PHYSICAL DEMANDS:**

This work can be extremely stressful, and the person employed for this job must have the ability to deal with difficult situations. The physical demands can also be very demanding, including heavy lifting, stooping, and climbing.

### **QUALIFICATIONS:**

1. Minimum of one (1) year work experience in automotive service management or parts management.
2. Preference for Automotive Services Excellence (ASE) certifications.
3. Minimum of high school diploma or GED.
4. Working knowledge of computers: Windows software, Microsoft Word, and Excel.
5. Preference for professional training in automotive technology.
6. Demonstrated knowledge of automotive service and repair.
7. Fluency in both Choctaw and English preferred.
8. Must be able to travel at times on job related responsibilities and for training.
9. Must have valid Mississippi Driver's license.
10. Must have liability insurance on personal vehicles in compliance with Mississippi law.
11. Due to the nature of the position for *on call*, you must have access to a telephone or cell phone.

**NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:**

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case by basis. The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and then Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver

does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for; or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350