



JOB DESCRIPTION

SUBJECT : Automobile Mechanic
DEPARTMENT : OPERATIONS DEPARTMENT
DATE : OCT. 14, 2019

Job Responsibilities:

Maintains service operations by inspecting and maintaining vehicles.

Duties:

- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintain vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contain costs by using warranty; evaluating service and parts options.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes maintenance and organization mission by completing related results as needed.

Related Skills:

- Ability to work unsupervised and in a busy environment
- Good communications skills
- Attention to details is a must
- Physically fit and able to endure standing and moving for long periods of time

Requirements:

- High school diploma or GED equivalent
- Min. of 2 years experience