



## JOB DESCRIPTION

**POSITION TITLE:** **Mechanic/Technician**  
**DEPARTMENT:** Auto Service Center  
**SALARY/FLSA:** DOQ  
**POSTING DATES:** **Until Filled**

**SUMMARY:** Completing preventive maintenance such as, engine tune-ups oil changes, tire rotation and changes, wheel balancing, replacing filters, alternators, starters, brakes, hoses, tires, wind shield wipers, ETC...

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acknowledges customer within 10 seconds, executing "5-foot rule"
- Answers telephone within 3-rings and follows telephone standards. Greets customers using proper check-in, escort and lounge orientation procedures
- Discuss Signature Service Oil change and oil selection
- Offers tire rotation
- Obtains customer's signature on initial estimate for authorization of work
- Complete computer-based training and hands on proficiency exam
- Assist with report on conditions
- Assist with tire rotation, if applicable
- Vacuum interior floors
- Clean exterior windows
- Install/verify window sticker
- Drain oil and replace oil filter
- Keeps equipment available for use by inspecting and testing vehicles
- Must be able to operate equipment such as overhead and floor mounted oil and grease guns, and transmission machine, air conditioner service machine, radiator service machine, hand tools and basic office equipment.
- Other duties, as required for position and/or assigned by Auto Service Center Manager

### PHYSICAL DEMANDS

Frequently required to climb or balance; stoop, kneel, crouch, or crawl. May work in extreme cold or heat and be exposed to outside weather conditions. Frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Works near moving mechanical parts, exposed to risk of electrical shock, and vibration. May be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

### EDUCATION AND SKILLS REQUIREMENTS

Two-year automotive certification from a certified technical college; or two years related experience and/or training as a mechanic; or equivalent combination of education and experience. Must be able to become ASE certified. Must have a valid driver's license. Strong language, reading, comprehension, and math skills. Through knowledge of the hazards and safety precautions common to the shop and repair activities. Ability to work all shifts, including weekends and holidays. Ability to establish and maintain effective working relationships with employees, supervisors, vendors, and the public.

This is a full-time, non-exempt position with full benefits. Submit application to the Human Resources Department. Native American preference applies.