



Job Description

Bus Sales

Issue Date : 4/23/2014
Revision # : 0
Last Revised : n/a

Job Title: Heavy Duty Diesel Technician Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	4/23/2014	Operations Manager	4/23/2014	HR Director	4/23/2014

Reports To: Operations Manager

Supervisory Status: No

Description:

- Performs and directs inspections and repairs to vehicles with supervision to assure the highest quality customer service and repairs to customer vehicles.

Duties:

- Follow instructions given from Shop Foreman and Management.
- Performs inspections and repairs to vehicles, with supervision, using established procedures as assigned by Shop Foreman
- Follow Safety policies and work in a safe orderly manner.
- Report any and all unsafe conditions to Management
- Maintain acceptable working relationships with co-workers and management.
- Usage of shop tools/equipment to be done with care, and return in same condition as received.
- Communication with customers/vendors to be respectable and courteous.
- Maintain and protect company owned property, keeping working area cleaned, break and restroom areas cleaned
- Perform other duties and responsibilities as assigned by management of the company.

Education/Experience Required:

- 1-2+ years of recent bus, heavy duty truck or automotive repair experience.
- Some knowledge of HVAC systems, starting and charging systems, electrical and electronic systems and component overhaul procedures.
- Ability to obtain CDL Class B Driver's License
- Ability to become ASE Certified
- Ability to operate all shop equipment.
- Must be able to read, comprehend and assist other technicians with service literature and parts manuals.
- Understanding of how to accurately record labor time and parts/services utilized on work order reports.
- Excellent problem solving ability
- Must demonstrate the ability to work in a safe manner.
- Proven ability to work independently with little or no supervision required.
- Excellent written and verbal communications skills required.
- Personal tools not required for position
- HS diploma or equivalent

Physical Requirements:

- Must be able to lift, push and pull a minimum of 50 pounds
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing to perform multiple tasks of position.
- Must have good manual dexterity.

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