



Creative Bus Sales

Job Description Technician C

Issue Date : 02/05/2016
Revision # : 0
Last Revised : n/a

Job Title: Technician C Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	02/05/2016	Operations Manager	02/05/2016	HR Director	02/05/2016

Supervisory: No

Reports To: Offline Foreman

Description: This position performs Pre-delivery inspections. This includes checking buses and making minor repairs to ensure buses are ready for delivery to customer

Duties:

- Perform Pre Delivery Inspections (PDIs) on new buses coming from the factory
- Assist with various internal and retail work
- Assist with cleaning and detailing buses as needed
- Installation of accessories
- Minor repair work
- Follow instructions given from Shop Foreman, and Management.
- 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:

- High School diploma or equivalent, one to two years of recent bus, heavy duty truck or automotive dealership 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.
- Must be able to lift up to 50 pounds.
- Personal tools not required for position.

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.
- Must have the ability to obtain and maintain a valid Commercial License, which includes successfully completing the DOT Medical Exam, Driving Test and all other license requirements