



Job Description Technician 'A'

Issue Date : 12/17/2015
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Job Title: Technician 'A' Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	12/17/2015	Operations Manager	12/17/2015	HR Director	12/17/2015

Reports To: Shop Supervisor

Supervisory Status: No

Description:

Performs and directs inspections and repairs to vehicles without supervision to assure the highest quality customer service and repairs to customer vehicles.

Duties:

- Follow instructions given from Shop Foreman.
- Perform inspections and repairs using established procedures.
- 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.
- Maintain set of mechanics tools acceptable to the trade for journeymen vehicle mechanics.
- 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
- Other duties as assigned.

Education/Experience Required:

- High School diploma or equivalent, plus five or more years of recent bus, heavy duty truck or automotive dealership repair experience.
- ASE Certified– Four Certifications or equivalent experience.
- Strong knowledge of HVAC systems, starting and charging systems, electrical and electronic systems and component overhaul procedures.
- 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.
- Must demonstrate the ability to work in a safe manner.
- Proven ability to work independently with little or no supervision required.
- Excellent communications skills required.
- Ability to direct, schedule and assist Shop Foreman with daily work schedule.
- Must be able to lift up to 50 pounds.
- Personal tools; to include electrical diagnostic equipment and roll-away tool chest are required.

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