



# Job Description

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**Job Title:** Technician 'A' Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	09/20/2012	Operations Manager	09/20/2012	HR Director	09/20/2012

**Reports To:** Operations Manager

**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.
- Follow Safety policies and work in a safe orderly manner.
- Report any and all unsafe conditions to Management.
- Perform inspections and repairs using established procedures.
- 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.
- CDL Class B License required.
- ASE Certified.
- 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.