



# Job Description Technician B

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**Job Title: Technician B Full Time Non-Exempt Position**

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	09/05/2013	Operations Manager	09/05/2013	HR Director	09/05/2013

**Supervisory:** No

**Reports To:** Service Manager

### 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.
- 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
- Other duties as assigned.

### Education/Experience Required:

- High School diploma or equivalent, plus two to five years of recent bus, heavy duty truck or automotive dealership repair experience.
- CDL Class B License required.
- ASE Certified.
- Strong knowledge of starting and charging systems, electrical and electronic systems and component overhaul procedures.
- Ability to operate all shop equipment.
- Must be able to read and comprehend service literature and parts manuals and 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.
- 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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