



Job Description Mechanics/Technicians

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Job Title: Technician Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	09/05/2013	[Enter name here.]	00/00/0000	[Enter name here.]	00/00/0000

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 2 or more years of recent bus, heavy duty truck or automotive repair experience.
- ASE Certifications preferred
- Ability to diagnose and work on engine, A/C, electrical, and wheelchair lifts a plus
- Strong knowledge of starting and charging systems, electrical and electronic systems and component overhaul procedures a plus
- 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 may not be required.

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