

POSITION DESCRIPTION

Position Title:	Automotive Service Technician		
Work Location:	Houston		
Department:	Repair		
Prepared By:	Kurtis McKay	Date:	11-Sept-03

PURPOSE:

Summarize briefly the major function and purpose of the position.

Perform all routine maintenance and mechanical repairs to cars, trucks, vans and other equipment as necessary. Must use technical diagnostics and problem solving skills in conjunction with generally accepted repair procedures to effectively complete the repair process in a safe and timely manner. Must have a Team attitude and be able to effectively communicate with supervisor.

ENTRY QUALIFICATIONS:

What are the minimum qualifications an employee must have in order to perform the duties of the position, (i.e. educational requirements, licenses, certification, work experience, training etc.)?

High School diploma or G.E.D. required. Minimum two years experience required. Trade school or college is a plus. Certifications in areas of expertise are desirable.

TRAINING REQUIREMENTS:

What additional training will an employee require to continue to perform the duties of the position?

Dedicated to acquiring or maintaining Certification through A.S.E., as well as participating in ongoing training as available.

SUPERVISES:

Indicate positions that report directly to this position.

No direct reports. However, must be accountable to facility Manager for all aspects of job duties.

Indicate internal/external contacts.

Internal contact with Managers and other Automotive Service Technicians. External contacts with customers and potential customers.

SCOPE OF RESPONSIBILITIES:

Explain the general scope of the job, including the degree of judgment, creativity, planning and resourfulness needed to do the job.

Punctuality and attendance are mandatory. Must provide quality repairs to vehicles incorporating quality parts, generally accepted repair procedures, and exceptional work habits to insure a safe and superior finished product that promotes customer satisfaction and retention.

WORK ENVIRONMENT:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Describe general working conditions (i.e. noise level, temperature, around heavy machinery...etc)
Exposure to ambient conditions, along with seasonal variances. Exposure to general automotive repair shop

environment including, but not limited to dust, debris, harsh chemicals, high heat, cold temperatures, loud noises, and potentially hazardous hand and power tools/equipment.

PHYSICAL DEMANDS: Describe amount & frequency of physical requirements of the position (i.e. lifting, pushing, climbing) Pushing, pulling, lifting, squatting, standing for long periods of time (proper foot wear is required), repetitive motions, reading, writing, and driving.

MAJOR RESPONSIBILITY AREAS:

Identify the major duties and tasks accomplished by this position. For each duty, identify if it is an E - Essential function or N - Nonessential function of the job.

E/N	Duties and Responsibilities
E	Automotive diagnostic skills
E	Deductive reasoning skills
E	Keep Safety a top priority for himself, his co-workers and his customer
E	Team player (able to conform)
E	Effectively communicate with supervisory personnel
E	Follow direction(s) for successful completion of repairs
E	Complete forms related to vehicles
E	Perform cursory visual inspection of every vehicle
E	Properly follow guidelines for acceptable repair procedures.
E	Accountable for accurately diagnosing and repairing vehicles
E	Required to invest in personal hand tools and power tools
E	Must be aware of hazardous materials and/or environments and use Proper Protective Equipment when necessary (gloves, eye protection, . . .etc.)

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of McKay's Automotive are expected to perform tasks as assigned