



General Laborer – Job Description

Title

General Laborer

Reports to

Automotive Service Manager / Management

Summary

The General Laborer is a key member of the Service Department, responsible for performing basic automotive maintenance tasks, shop upkeep, and supporting customer needs. This position plays a crucial role in maintaining a clean and organized environment while ensuring customer satisfaction.

Core Competencies

- Customer Focus
- Communication
- Energy and Stress
- Teamwork
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties

Tire Rotations: Rotate, mount, and balance tires as necessary.

Oil Changes: Perform oil and filter changes, ensuring to properly dispose of waste oil and filters in accordance with local regulations.

Lot Maintenance: Maintain a clean and organized vehicle lot including moving and arranging cars, sweeping, and snow removal as necessary.

Shop Clean-Up: Maintain a clean and safe shop environment by disposing of trash and waste, sweeping and mopping floors, and organizing tools and equipment.

Shuttle Driving: Safely transport customers to and from the dealership as needed.

Inventory Management: Assist in monitoring and restocking essential shop supplies

Vehicle Inspections: Conduct basic safety checks and inspections on incoming vehicles.

Customer Service: Assist customers in a friendly and efficient manner when needed

- Equipment Maintenance: Perform basic preventive maintenance on service equipment.
- Other Duties: Perform additional tasks as assigned by the Management or other supervisory staff.

Skills and Qualifications

High School diploma, G.E.D. or equivalent.

Basic automotive maintenance knowledge is preferred but not required.

Extensive knowledge of different automobiles and their service needs.



Professional demeanor.

Efficient problem-solving skills.

Should be able to operate electronic diagnostic equipment.

Ability to work individually and as part of a team.

High level of integrity and work ethic.

Must possess a valid driver's license.

Experience with customer service preferred.

Up-to-date knowledge of automotive parts and their functions.

Able to effectively communicate automotive issues clearly.

Able to work independently, managing his or her time and workflow.

Work Conditions

- Manual dexterity required to complete maintenance and repairs.
- Occasional lifting of items up to 50 lbs.
- Overtime as required.
- Exposure to rust and other substances.