



## **Junior Automotive Service Technician – Job Description**

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### **Summary**

The Junior Automotive Service Technician inspects, maintains and repairs automobiles that run on electricity, gasoline, or alternative fuels like ethanol. He/she executes basic care maintenance like tire rotations and oil changes, diagnosing complex problems, and planning and executing vehicle repairs.

### **Job Duties**

- Lube tech (oil changes)
- Pulling tires from storage / Storing Tires
- Tire installations
- Tire repairs
- Mounting and balancing tires
- Basic vehicle inspections
- Maintaining a clean shop
- Empty garbage's
- Shadowing service technician when you have free time
- Operating scissor lift (Working at heights training required)
- Assisting with vehicle pickups and deliveries
- Other general light administrative duties

### **Requirements**

- High School diploma, G.E.D. or equivalent.
- 1 Year of direct work experience in automotive repairs and service.
- Extensive knowledge of different automobiles and their service needs.
- Professional demeanor.
- Efficient problem-solving skills.
- Able to build and maintain lasting relationships with customers.
- Exceptional verbal communication and presentation skills.
- Ability to learn new technology and repair and service procedures and specifications.
- 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.
- Is able to effectively communicate automotive issues clearly.
- Is able to work independently, managing his or her time and workflow.

### **Work Conditions**

- Indoors
- Manual dexterity required to complete maintenance and repairs.
- Occasional lifting of items up to 50 lbs.