JOB DESCRIPTION

| **Title** | MECHANIC | | |
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| **Reports To** |  | | |

**Job Purpose**

The **Mechanic** is in charge of inspecting and repairing automobiles, machinery, and light trucks. Also known as service technician, the Mechanic supervises maintenance inspections, inventory, assemble mechanical components, and performs repairs.

The Mechanic understands how to run diagnostics on a vehicle and communicate with customers in a clear and concise manner. This position typically reports to a lead mechanic who works directly with customers, but may be required to communicate with customers before, during, and after repairs are completed.

**Duties and Responsibilities**

* Maintain machinery, systems, and automobiles on a regular basis.
* Meet with clients to better understand their concerns and tell exactly the source of the problem.
* Assemble mechanical components in accordance with the instructions.
* Examine machines and supervise diagnostic tests to determine machine functionality issues.
* Create a plan of action for all maintenance and upgrade tasks.
* Keep track of work logs, repairs, and maintenance.
* Keep an eye on inventory and order replacement parts as needed.
* Provide machine and vehicle users with advice on maintenance and preventative measures.
* Conduct vehicle inspections and notify clients of any issues that will prevent their vehicles from passing inspection.
* Additional related duties as assigned.

**Qualifications**

* High school diploma or an equivalent qualification is required.
* It is preferable to have certification from a vocational or trade school.
* Minimum of XX years' experience in a similar role.
* Excellent understanding of vehicle mechanical, electrical, and electronic components.
* Understanding of vehicle diagnostic systems and methods.
* Knowledge of safety regulations to protect against accidents, dangerous fluids, chemicals, and so on.

**Core Competencies**

* Team player
* Excellent time management abilities
* Strong attention to detail and problem-solving abilities.
* Outstanding communication and customer service abilities.

**Working Conditions**

* Overtime may be required
* Working hours are generally from <insert time> to <insert time>
* Exposure to various tools (e.g. pliers) and heavy equipment (e.g. lift)
* Some tasks may require physical strength
* Extended periods of standing, bending, or working under vehicles.