TITLE: New-Vehicle Get-Ready Technician

REPORTS TO: Service Manager

POSITION INFORMATION:

The New-Vehicle Get-Ready Technician inspects and services new vehicles when they are delivered to the dealer and makes minor repairs or adjustments to place the vehicles in salable condition, using hand tools, portable power tools, and specification sheets. S/he also will deliver vehicles to customers.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

E( ) M( ) Inspect vehicles for obvious damage and missing major components.

E( ) M( ) Record discrepancies and sign or otherwise acknowledge an acceptance slip for each vehicle delivered.

E( ) M( ) Inspect vehicles for loose or misaligned items such as trim, doors and hardware.

E( ) M( ) Replace defective items according to specifications, using hand tools.

E( ) M( ) Start engine and drive the vehicle to test steering, brakes, transmission and engine operation.

E( ) M( ) Activate power equipment such as electric windows, seats, radio, horn, lights, and directional signals to ensure specified operating standards.

E( ) M( ) Inspect surfaces to detect minor chips and scratches in paint. Touch up imperfections using brush applicator and factory-supplied matching paint.

E( ) M( ) Install optional equipment specified by the customer or Dealer such as outside mirrors, rugs or seat covers, using hand tools.

E( ) M( ) Install standard components such as hubcaps and wiper blades, using hand tools.

E( ) M( ) Pour antifreeze into radiator according to seasonal requirements.

E( ) M( ) Polish vehicle to remove preservative coating and road film accumulated during transit.

E( ) M( ) Wash and polish exterior of vehicles. *(Dealer: Lot Attendant may do this--see job description.)*

E( ) M( ) Clean and vacuum interior of vehicles. *(Dealer: Lot Attendant may do this--see job description.)*

E( ) M( ) Spray undercoating material on vehicle, using spray gun.

E( ) M( ) Tune engine, using technicians' tools and test equipment.

E( ) M( ) Install or repair major mechanical, hydraulic, or electromechanical equipment such as radios, air conditioners, power steering units, and power brakes, using hand tools.

QUALIFICATIONS:

Knowledge of all aspects of automotive repair and maintenance. Valid driver's license and good driving record. Two years of experience as a technician's helper or apprentice in an automotive dealership. Manual dexterity. Good judgment.

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WORKING CONDITIONS:

This is a physically demanding position. May stand six to eight hours a day. Will work outside for part of each shift. Will lift parts weighing up to 70 pounds. Will use hand and power tools. May be exposed to noise, vibration, dust, exhaust fumes, and other hazardous and nonhazardous materials.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer