TITLE: Used-Vehicle Renovator

REPORTS TO: Service Manager

POSITION INFORMATION:

The Used-Vehicle Renovator renovates used vehicles for resale in accordance with the dealership's quality standards and time and cost limitations.

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 noticeable defects, such as dents, scratches, torn upholstery, and poor mechanical operation.

E( ) M( ) Polish scratches and retouch with enamel.

E( ) M( ) Sew rips and tears in upholstery.

E( ) M( ) Clean and vacuum vehicle interiors.

E( ) M( ) Wash and polish vehicle exteriors.

E( ) M( ) Replace missing or defective small parts.

E( ) M( ) Perform minor mechanical repairs and adjustments.

E( ) M( ) Inspect vehicles for compliance with state safety regulations.

QUALIFICATIONS:

One year of experience in automotive service facility. Some knowledge of mechanical repair processes. Valid driver's license and good driving record. Manual dexterity. Good judgment. Ability to use power and hand tools and other machinery safely.

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WORKING CONDITIONS:

This is a physically demanding position. Will stand six to eight hours per shift. Will lift parts weighing up to 30 pounds several times during each shift. Will 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