



ML Group, LLC
128 East Main St.
Barnesville, OH
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PayRoll@DriveMLGroup.com
Belmont County, Ohio

POSITION DESCRIPTION- MECHANIC TECH

Position: Mechanic Tech	Department: Tire & Auto Retail Store
Reports To: Store Manager	Supervises: N/A
Position Summary: Under direct supervision of Service Manager performs automotive diagnostic, repair, and maintenance procedures on customer vehicles. Reviews work orders as completed by the Service Advisor to ascertain customer complaint or concern.	
Certification Reimbursement: An employee who passes and obtains an ASE Blue Seal of Excellence will be reimbursed by the company a total of One-Hundred Dollars (\$100.00). The ASE specialty area must be approved by the Operations Manager prior to the test being administered. The monies reimbursed can be used for: Testing and Registration Fees, Practice Tests, travel expenses or however the employee deems necessary. The only documentation required to receive the reimbursement; will be a copy of the Seal of Excellence and the employee's permission to display it in the showroom and waiting areas.	



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Knowledge Requirements

Minimum Education/ Certification: High School graduate or comparable vocational training.

Required Knowledge: Working knowledge of automotive/truck mechanical and electrical systems. Knowledge of the general operating systems in automobiles.

Preferred Knowledge: Thorough knowledge of automobile mechanical and electronic systems and competence with a variety of electronic tools, such as engine analyzers and computers. Occupational training signified by professional certification such as ASE.

Experience Requirements

Required Experience: A minimum of two years of basic automotive repair.

Preferred Experience: Three years of comprehensive automotive repair using diagnostic tools and computers is preferred.

Skills Requirements

Required Skills: Ability to use basic mechanical hand tools and engine analyzers. Working knowledge of parts ordering systems software.

Preferred Skills: Advanced use of engine analyzers such as Genysis, Bosch, and OTC.

Physical Demands/ Work Environment Requirements:

Requires superior hand/eye coordination majority of time in awkward positions. Stands 100 percent of the time on concrete floor in shop with adequate ventilation, lighting, and heated environment. May be required to exert up to fifty pounds of torque force occasionally or lift heavy objects up to 100 pounds and move up to 25 feet. Frequently works with dirty and greasy parts. Must have the ability to work the hours and days required to complete the essential functions of the position, as scheduled. Must have a valid driver's license with a driving record acceptable to the Company's insurance carrier to operate company and customer vehicles.

Mental Demands:

Diagnosing problems quickly and accurately requires excellent analytical ability. Analyzing, concentration and the ability to work under pressure is essential. Must be able to pay close attention to detail and be able to work as a member of a team to ensure excellent customer service. Must have the ability to interact effectively with co-workers and exercise self-control and diplomacy. Must exercise discretion as well as appropriate judgments when necessary.



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Essential Functions & Basic Duties:

- Reviews Repair Order Request (ROR) and discusses them with the Store Manager and Service Advisor, as necessary.
- Conducts road test to validate or revise malfunction described on ROR. Performs test drives on designated "test drive route" in a courteous manner observing all traffic regulations.
- Performs a variety of diagnostic tests using store engine analyzers and electronic computers. Performs the 32-point courtesy check to determine comprehensive mechanical and electronic functioning. Utilizes Mitchell Repair, All-Data and service manuals to research technical information.
- Records diagnostic findings, safety concerns and maintenance recommendations on the ROR and provides reports to Service Advisor or Service Manager. Makes any up-sell opportunities to Store Manager, Service Manager, or Service Advisor as appropriate.
- Performs necessary repairs to the engines, brakes, transmissions, electrical systems and other parts of cars and trucks. Repairs may include routine maintenance to prevent future breakdowns. Repairs may require engine or transmission replacement. Retains parts and components for return to customer as requested. Parts must be saved for one day after repair. Disposes of waste in environmentally sound manner.
- Test drives and inspects vehicles to ensure malfunction or customer complaint has been alleviated. Cleans vehicle in compliance with Company standards and requirements for delivery to customer.
- Attend periodic training classes provided by Company and parts suppliers. Reviews weekly efficiency reports and submits payroll hours in a timely manner. Maintains workspace in a clean and safe manner.
- Maintains shop bays in a state of maximum cleanliness and working order. Complies with Company Quality Control Program, Company Safety Policy, OSHA, and EPA regulations. Wears safety glasses at all times in shop area.
- Adheres to working schedule and utilizes time clock per Company guidelines.
- Understands and upholds the Companies mission statement.



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Additional Responsibilities:

- Adheres specifically to all corporate policies and procedures and applicable laws. Maintain highest levels of grooming, hygiene, and acceptable uniform appearance.
- Stays abreast of the Company's products and services; recognizes opportunities to recommend Company products and services.
- Acts in a professional manner with all customers, co-workers, and supervisors
- Performs other related duties as required to meet the ongoing needs of the organization.

Acknowledgement:

The undersigned employee acknowledges receipt of the Job Description for the employee's position and understands the essential functions, responsibilities, and qualifications of the position. Furthermore, the employee acknowledges that this Job Description does not include all of the essential functions of this position, and that these essential functions may change as deemed necessary by the manager.

Employee Signature:

Date:

Employee Print:

Manager Signature:

Date:

Manager Print:

