

Auto Mechanic Job Description Template

Given that the automotive repair industry is a specialized field requiring a unique blend of technical skills, customer service aptitude, and ongoing education, a detailed job description is instrumental. It not only allows candidates to self-assess their fit for your operation but also aids you in sifting through applicants efficiently, ensuring you invite the most qualified mechanics to the interview stage.

Position: Auto Mechanic

Location: [Insert Location]

Company/Employer: [Insert Company Name]

Type: Full-Time/Part-Time

Salary: [Salary / Competitive / DOE]

About Us:

We are a reputable automotive service center with a commitment to excellence, both in the work we deliver and in the team we build. We specialize in a wide range of vehicles and pride ourselves on employing cutting-edge diagnostic tools and repair technologies. Our focus is on providing superior customer service while maintaining the highest levels of integrity.

The Opportunity:

We are seeking a dedicated and skilled Auto Mechanic to join our expanding team. The position offers an unparalleled opportunity to develop professionally while working on a variety of makes and models of vehicles. You will be at the forefront of automotive repair and technology, with a strong focus on quality and customer satisfaction.

What You'll Do:

- Perform routine automotive inspections and maintenance tasks.
- Diagnose and repair mechanical and electrical issues.
- Use diagnostic tools to identify problems and decide on the best solutions.
- Conduct thorough vehicle inspections, including assessing tire condition, brake performance, and fluid levels.
- Perform specialized tasks like engine rebuilds and transmission replacements, ensuring adherence to manufacturer specifications.
- Maintain detailed and accurate records of each repair, including parts used, labor time, and diagnostics performed.
- Strictly adhere to safety protocols and OSHA guidelines to ensure a safe and secure work environment.
- Keep the work area meticulously clean and organized, following 5S principles where applicable.
- Conduct road tests to validate repairs and adjustments.

- Communicate directly with customers to explain repairs, offer preventive maintenance advice, and provide cost estimates.
- Stay updated on the latest industry trends and technologies.
- Assist in inventory management and ordering parts.
- Collaborate with team members to meet daily repair quotas.
- Mentor junior mechanics and provide technical guidance.
- Engage proactively with service advisors and parts clerks to ensure smooth workflow and customer satisfaction.

What You'll Bring:

- ASE certification or an equivalent, reputable automotive training program completion.
- A minimum of X years of hands-on experience in automotive repairs, with specialty experience a plus.
- Advanced proficiency in using diagnostic tools, including brand-specific software and handheld devices.
- In-depth knowledge of a variety of car makes and models, both domestic and foreign.
- Exceptional problem-solving abilities, with a focus on innovative solutions.
- Excellent customer service skills, including the ability to communicate technical information in layman's terms.

Our Ideal Candidate is Someone Who Has:

- A consistent and strong work ethic, exemplified by punctuality and a high level of productivity.
- A keen eye for detail, especially in troubleshooting and performing diagnostics.
- Previous experience with hybrid or electric vehicles, including familiarity with high-voltage systems.
- Necessary state-specific licenses or certifications, like emissions or safety inspection credentials.
- Open availability, including the willingness to work on weekends, holidays, and extended hours as needed.

Benefits and Perks:

- Competitive salary and performance bonuses.
- Comprehensive healthcare package, including dental and vision.
- Ongoing training and development opportunities.
- Paid time off and holidays.
- Retirement savings plan with employer matching.
- Uniform allowance.
- Tool reimbursement program.
- Employee discounts on parts and services.
- A friendly and supportive work environment.

How to Join Us:

If you are passionate about automotive repair and meet the qualifications outlined above, we would love to hear from you. To apply, please submit your resume and a cover letter detailing your experience and skills through our online application portal. Join us in driving automotive repair excellence.

Application Deadline: [insert deadline]