**Auto Technician Job Description**

**Job Overview**

This part-time position is accountable for the efficiency and the timely completion of vehicle maintenance and repairs in accordance with Parklands maintenance and operational schedules. This position handles both routine and unusual problems related to Parklands vehicle fleet and small motorized equipment.

**Responsibilities for Auto Technician**

* Diagnoses and repairs vehicles accurately and within a reasonable time frame and with a quality of work that exceeds customer expectations.
* Perform advanced removal and replacement, and diagnostic work accurately according to daily work orders as received from any manager including: emission control systems; throttle body injection; electrical problems on computerized vehicles; conditions between computer, ignition, and mechanical problems; anti-lock brake systems; cruise control; all non-computerized accessories; drivability problems; on-board computer problems; import fuel injection; import ignition on computerized vehicles; auto transmissions; computerized A/C systems; and four wheel drive internal components.
* Train members of the service department thoroughly in various vehicle maintenance and repair responsibilities.
* Assist location managers with daily operation of the facility through pricing work orders, requisitioning parts, shop organization and supervision of other members of the service department.
* Knows, understands, and performs all duties of all Technician roles.
* Observes and follows all necessary safety regulations when operating machinery, equipment and tools.
* Perform work of other members of the service department if business necessitates.
* Perform any other duties either necessary for customer service or perceived by or assigned to the job**.**

**Qualifications for Auto Technician**

* Education/Certification:
* Valid Texas commercial driver’s license (Class B)
* Ability to diagnose mechanical problems and perform repairs with general supervision
* Ability to operate equipment and tools involved in vehicle repair
* Ability to lift heavy equipment and vehicle parts
* Ability to pass required bus driver safety training
* Two years’ experience as mechanic