

Job title	<i>Auto Service Technician</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Service Center Location Manager</i>	Salary Range	<i>\$16.15- \$21.85</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

- The position of an Auto Service Technician is of great significance to Pro Cooperative.
 - A person in this position is accountable to perform a variety of work in the basic auto maintenance and repair.
 - This position is responsible for performing all services in a safe and timely manner.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently. Basic duties and responsibilities include, but are not limited to the following:

- Examines vehicles to determine malfunction and repairs desired.
- Test parts and systems to ensure that they are working properly.
- Identify mechanical problems, often by using computerized diagnostic equipment.
- Follow checklists to ensure that all critical parts are examined.
- Clean, Lubricate, and perform other routine maintenance work on equipment and vehicles.
- Perform basic care and maintenance, including oil changes, tune-ups, and tire rotations.
- Use testing equipment to ensure that repairs and maintenance are effective.
- Explain to clients their automotive problems and the repairs done on the vehicles.
- Refers major vehicle repairs to appropriate management.
- Removes and replaces parts of vehicles.
- Services vehicles and equipment to maintain best possible condition.
- Ensures that annual inspections are completed and are accurate.
- Complete proper documentation for all services rendered.
- Assist in maintaining a clean and orderly working space.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with Pro Cooperative policies, including Pro Cooperative’s safety policies.

Qualifications

Qualifications include:

- High School diploma is preferred; Certification from a vocational school or completion of apprenticeship is preferred.
- 2 years of proven experience as auto mechanic preferred.
- Valid state motor vehicle driver's license required. The employee must meet the qualifications set forth in Pro Cooperative's motor vehicle safety policy.
- Class A CDL preferred.
- Maintain current license that apply to the position.
- Available to work extended hours when needed.
- Have an excellent understanding of general maintenance of machinery, equipment and vehicles owned and operated.

Working conditions

Work indoors inside a shop or outdoors. At times auto service technician will perform jobs at customers' sites. While working outside, employees may be exposed to all weather related conditions, which could be extreme at times.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to continuously lift up to 10 lbs, frequently lift up to 50 lbs, and occasionally lift up to 100 lbs. In a normal work day, the employee may be required to sit 10% of the time, stand 50% of the time, and walk 40% of the time. Employee must be able to continuously reach above shoulder level, frequently bend, squat, climb/balance, push/pull, lift from high/low position, and occasionally kneel.

Direct reports

None

Approved by:	
Date approved:	07/01/2019
Reviewed:	07/01/2019

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. This document doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print & Sign): _____ Date: _____