

<b>Job title</b>	<i>Auto Service Technician</i>	<b>Job Classification</b>	<i>Hourly Non-exempt</i>
<b>Reports to</b>	<i>Service Center Location Manager</i>	<b>Salary Range</b>	
<b>Direct Reports</b>	<i>N/A</i>	<b>EEOC Classification</b>	<i>Craft Workers</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.

- 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.
- Understand and maintain the professional image of Pro Cooperative.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- 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 all federal, state, and local regulations and Pro Cooperative’s policies, including Pro Cooperative’s safety policies.

### Minimum experience and qualifications

- 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.
- Possesses a valid state motor vehicle operator's license and a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Class A CDL preferred.
- Have an excellent understanding of general maintenance of machinery, equipment and vehicles owned and operated.
- Available to work extended hours when needed.

### Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
<b>Bending/Stooping</b>	Frequently (34%-66%)	<b>Sitting</b>	Occasionally (1%-33%)
<b>Climbing-stairs, ladders, slope</b>	Frequently (34%-66%)	<b>Standing</b>	Constantly (67%-100%)
<b>Crawling</b>	Occasionally (1%-33%)	<b>Twisting</b>	Frequently (34%-66%)
<b>Grasping/Handling</b>	Constantly (67%-100%)	<b>Walking</b>	Constantly (67%-100%)
<b>Kneeling</b>	Frequently (34%-66%)	<b>Balancing</b>	Occasionally (1%-33%)
<b>Neck Flexion/Extension</b>	Constantly (67%-100%)	<b>Squatting</b>	Occasionally (1%-33%)
<b>Reaching Forward</b>	Constantly (67%-100%)	<b>Change of Position</b>	Frequently (34%-66%)
<b>Reaching Overhead</b>	Frequently (34%-66%)	<b>In/Out of Machine</b>	Occasionally (1%-33%)

### Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
<b>1 – 10 lbs.</b>	Constantly (67%-100%)	<b>1 – 10 lbs.</b>	Constantly (67%-100%)
<b>11 – 20 lbs.</b>	Constantly (67%-100%)	<b>11 – 20 lbs.</b>	Constantly (67%-100%)
<b>21 – 50 lbs.</b>	Constantly (67%-100%)	<b>21 – 50 lbs.</b>	Constantly (67%-100%)
<b>51 – 100 lbs.</b>	Frequently (34%-66%)	<b>51 – 100 lbs.</b>	Frequently (34%-66%)
<b>100+ lbs.</b>	Occasionally (1%-33%)	<b>100+ lbs.</b>	Occasionally (1%-33%)

### Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
<b>Dust</b>	Frequently (34%-66%)	<b>Chemical Agents</b>	Occasionally (1%-33%)
<b>Excessive Heat</b>	Occasionally (1%-33%)	<b>Fumes, Odors</b>	Frequently (34%-66%)
<b>Excessive Cold</b>	Occasionally (1%-33%)	<b>Solvents, Petroleum Products</b>	Frequently (34%-66%)
<b>Noise</b>	Constantly (67%-100%)	<b>Others Specify:</b>	N/A
<b>Vibration</b>	Frequently (34%-66%)	<b>Others Specify:</b>	N/A

### Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
<b>Driving – Vehicle/Equipment</b>	Frequently (34%-66%)	<b>Power Tools/Equipment</b>	Constantly (67%-100%)
<b>Indoors</b>	Constantly (67%-100%)	<b>Hearing</b>	Frequently (34%-66%)
<b>Outdoors</b>	Occasionally (1%-33%)	<b>Talking</b>	Frequently (34%-66%)

<b>Approved by:</b>	
<b>Date reviewed:</b>	

*Employee signature below constitutes employee's understanding of the requirements and essential functions of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.*

Employee (Print Name & Sign): \_\_\_\_\_ Date: \_\_\_\_\_