

XYZ Ford GM & Chrysler New Vehicle Sales & Service

Employee Name: _____
Job Title: Automotive Master Mechanic
Reports To: Service Manager
Employment Type/Grade: Regular, Full-Time / 5
Employment Station: Frankfort KY Branch

Position Description:

The purpose of the Automotive Master Mechanic position is to engage routine maintenance or non-routine repairs to virtually any mechanical or electrical system or element of Ford, GM, and Chrysler cars, light duty trucks, vans, and sport utility vehicles originally sold new by this dealership.

Duties:

- Communicate directly with dealership Service Advisors and/or dealership clients to gain clear understanding of the reason(s) a vehicle has been presented for service by clients.
- Engage routine maintenance activities pursuant to manufacturer recommended intervals and fluid / lubricant and part specification manuals, when appropriate.
- Utilize information provided by dealership Service Advisors and/or dealership clients to engage appropriate mechanical and/or electrical analysis and repair in situations where non-routine repairs are necessary, pursuant to manufacturer repair manuals.
- Communicate with Service Manager about all substantive activities undertaken, per vehicle.
- Test applicable vehicle components upon completion of any service to ensure vehicle is returned to client in proper working order.
- Other duties as assigned.

Knowledge, Skills, and Abilities (KSA):

- Basic KSAs
 - High school degree or equivalent
 - Five years automotive mechanic experience, including current Master Mechanic certification
 - Working knowledge of all automotive mechanical and electrical systems
 - Working knowledge of all automotive shop tools, all mechanical and electrical diagnostic & repair equipment, and all safe chemical & waste handling & disposal procedures
 - Excellent oral and written communications skills, via the English language
 - Must be able to work well with others, and take direction from superiors, and maintain a positive attitude
 - Must be able to work under pressure, including any routine maintenance task completion expectation of less than thirty (30) minutes per vehicle, per service conducted, with all non-routine repairs to be completed within 14 days
 - Ability to work independently and to carry out assignments to completion within parameters of

instructions given, prescribed routines, and standard accepted practices, all within parameters approved by applicable vehicle manufacturers

- Ability to safely and successfully perform job duties consistent with federal, state and local standards
 - Ability to maintain reasonably regular, punctual attendance consistent with federal, state and local standards
 - Must be able to routinely sit and stand for extended periods daily, and lift and carry up to 50 pounds
 - Must be able to work in tight quarters, bend frequently, and be able to work in extreme temperatures
 - Must possess a valid driver's license
 - Frequent weekend, holiday, and overtime work required, and **emergency leave only** to be granted during the very busy month of July
 - Execution of employment duties may require infrequent travel to attend training sessions, out of state, which would involve overnight stays.
- Preferred KSAs
- Ten years of Certified Master Mechanic work experience
 - Five years of experience in automobile dealership environment

AT-WILL EMPLOYMENT STATEMENT

In the absence of a written agreement, duly authorized by [Insert Member Name], each [Insert Member Name] employee is an at-will employee. That means a [Insert Member Name] employee has the right to terminate his or her employment at any time, with or without cause. Likewise, [Insert Member Name] has the right to terminate, reassign or transfer an employee or to otherwise alter or amend the terms and conditions of the employment relationship at any time, with or without cause, at the sole discretion of [Insert Member Name]. Nothing contained herein shall be deemed a contract of employment and [Insert Member Name] may add, reassign, alter, amend or otherwise change the duties of this position at any time for any reason [Insert Member Name] determines may be appropriate

By my signature below, I hereby acknowledge that this job description accurately reflects the requirements and expectations associated with this position.

Employee Signature: _____, 20__

Supervisor Signature: _____, 20__

