

# Mechanic/Technician

## Job Description: *Production \_Rebuilder\_*

Reports to: Shop Manager/Branch Manager

### Job Overview

Responsible for repairing and rebuilding units in order to ensure customer satisfaction, maintain daily production goals and represent the company in a professional manner to both customers and employees.

### Duties and Responsibilities

The primary duties and responsibilities are:

- Disassembling units and diagnosing the problem.
- Cleaning and painting useable parts for reassembly.
- Writing up parts used in shop and submitting to shop manager or branch manager.
- Assembling and inspecting the unit in a production environment.
- Receiving and checking in all cores/units from vendors, customers and branches.
- Unloading cores/units from salesperson's truck as needed.
- Properly using and maintaining all shop equipment including, but not limited to parts washer, air tools, bench and hand grinders.
- Organization of the shop area to ensure productive operation.
- Preparing cores/units for shipment.
- Maintaining shop supplies and equipment.
- Team attitude

The secondary duties and responsibilities are to be performed as assigned include:

- Present a neat, clean, professional appearance-company supplied uniform and work boots are a must.
- General organizational and administrative duties as needed.

### General Work Requirements

The Production rebuilder is a vital member of the team, one who has a major impact on customer satisfaction. Accordingly, particular qualities and abilities are required for successful performance in this position, including:

- Excellent communication skills, including awareness of others and an effective listening ability.
- Computer skills.
- The ability to answer employee concerns diplomatically, react professionally, and identify solutions.
- The ability to learn and consistently follow sales and administrative procedures.
- Honesty and integrity.

### Skills, Training, and Education Requirements and Preferences

The rebuilder position requires a number of basic skill and conditions, including:

- General knowledge of transmissions and production operation

- Operational knowledge of all shop equipment.
- A valid drivers license and the ability to pass a background check.
- Basic PC skills and basic understanding of PC systems.
- The knowledge and ability to apply basic math.
- The ability to communicate via written messages, including neat, legible handwriting.
- Good organizational skills.

Element that are preferred, but not required for the position are:

- A high school degree or equivalent experience.
- An ability to recognize opportunities for process and operational improvement.

### **Physical Requirements**

The mechanic/rebuilder position is fast-paced and can be at times physical, demanding a number of physical attributes, including:

- The ability to lift at least 75 pounds, unaided.
- The ability to periodically work beyond the scheduled shift.