

Automotive Technician/Mechanic General Job Description

An Auto Auction Automotive Technician/Mechanic provides high-quality vehicle maintenance and repairs. The technician/mechanic may work independently or in a team environment.

The below job description is a guideline, and each auction may have a slightly different description. When an auction is partnering with a technical school for an internship or apprenticeship, the auction and technical school will meet to ensure each student is performing the hands-on skills he/she is studying in the classroom.

General Job Responsibilities

- Perform Vehicle Maintenance: change oil, oil filter, fuel filter, transmission flush, and inspection of the vehicle for mechanical deficiencies
- Based upon certification levels, perform various repairs and maintenance, which may include:
 - Mount and balance tires
 - Replace bulbs/fuse as needed to complete functionality of the associated system
 - Replace drive belts
 - Brake repairs on disc brake systems and conventional drum brakes
 - Coolant system repairs
 - A/C leak test/ evacuate and recharge
 - Diagnosis and repair of OBD II systems
 - Brake components, tires, tune-ups, suspension components
 - Electrical systems
 - State Safety Inspections
 - Interior/exterior components
 - Engine and driveline components
 - Advanced diagnostics
 - Engine and driveline diagnosis
 - Parts replacement and some fabrication
- Maintain assigned work area and ensure the shop is clean and tidy at all times
- Perform all assigned work in a safe and conscientious manner
- Handle and dispose of all fluids as defined by MSDS and in accordance with all Federal, State, and local regulations
- Create and maintain vehicle history and maintenance records as defined/directed by management
- Assure prompt repairs by interfacing and coordinating with vendors for parts and repairs
- Perform other duties as assigned by supervisor/manager