**Job Description**

**Position:** G07

**Category:** Full time-Nonexempt

**Title:** Mechanic

**Reports To:** Shop/LP/Heating & A/C Manager

**Position Objective:**

To sell, distribute and market auto parts, lube oil and related products; to sell and service

automotive, truck and farm tires; and to provide auto mechanical service in a manner that

will optimize the market share and savings, improve the efficiency, help achieve the mission and goals, and result in outstanding customer service.

**Position Responsibilities:**

The mechanic’s responsibilities involve sales, service, inventory, maintenance, and other

duties as assigned by management.

The mechanic will maintain a positive attitude that promotes team work and a favorable image.

**Job Duties:**

Provide friendly and efficient service and make recommendations for products sold.

Maintain adequate inventory by reporting needs to management.

Maintain service bays and the display area, and pricing merchandise properly.

Uphold policies, perform other duties as assigned by management, and enforce and uphold the credit policy.

Keep equipment in good mechanical condition.

Follow regular cleaning and maintenance schedule.

Identify resources for assistance and keep manuals accessible and current.

Handle customer complaints promptly and follow through until a solution is achieved.

**Physical Requirements:**

Including but not limited to prolonged periods of standing and sitting, working in confined spaces and from heights, bending, kneeling, climbing stairs and ladders, working in a variety of conditions (heat, cold, dust, etc), lift up to 65 pounds unassisted.

Must maintain a driver’s license.

*Employee Acknowledgement*

*I have read the job description and am able to perform the job functions listed above.*

Employee Name Date: