



## POSITION DESCRIPTION- Envision Cooperative

Job Title: Automotive Tech  
Reports to: Shop Manager

Department: Rugby Shop

### POSITION OVERVIEW

Envision Cooperative is looking for a full-time automotive technician to be based at the Rugby Shop. The Automotive Tech's objective is 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 cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service. Responsibilities involve sales, service, inventory, maintenance, and other duties as assigned by management. Automotive Tech will maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative.

### RESPONSIBILITIES

#### Sales/Service

- Ensure all parts, equipment, and labor are accounted for.
- Use work orders or other means of accounting for all work done.
- Greet all customers enthusiastically and promptly.
- Change oil and filters, grease cars, and perform other work as requested by customers.
- Sell replacement TBA items, such as belts, wiper blades, batteries, filters, and related products.
- Remove, repair, & install various types of tires for customers.
- Operate the Tire Truck and drive to customer locations and fix or deliver tires on demand.
- Keep accurate time/labor records for proper invoicing.
- Keep proper reporting/invoicing documents available in the vehicle and on hand to provide them to customers.
- Use various tools, including power tools, daily.
- Handle all customer complaints promptly and follow through until a solution is achieved.
- Identify resources for assistance and keep manuals accessible and current.
- Make no recommendation or installation that will result in a product problem.
- Maintain an excellent working knowledge of the complete lube oil line.
- Attend all product updates and training sessions as requested by management.

#### Inventory & Maintenance

- Maintain adequate inventory by reporting needs to management.
- Keep equipment in good mechanical condition and wash as needed.
- Sweep and wash grease room floor daily.
- Keep tools, equipment, and walls clean and free of grease and dirt smudges.
- Wear clean uniforms daily and be personally neat.
- Follow regular cleaning and maintenance schedule provided by management.
- Maintain a clean and orderly inventory and display area.
- Ensure that all merchandise is properly priced.

#### Other Duties:

- Assist the Shop Manager in implementing the annual marketing and sales plans.
- Uphold and enforce all cooperative policies and procedures, including the cooperative's credit policy.
- Provide and promote the service necessary to meet the cooperative's goals.
- Perform other duties and provide additional support as assigned by management.

### MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Valid driver's license.
- Some experience working with vehicles.
- Excellent organizational skills, communication skills, the ability to multi-task.
- The ability to work well in a team.

### ADDITIONAL DESIRABLE QUALIFICATIONS:

- Any further schooling in an Automotive Mechanic field.
- Previous experience operating a tire truck or working in a shop.
- Experience with AgVantage Software is beneficial.