



Position Description

Job Title: Repo Condition Report Writer/ Detailer

Job Code: *TBD*

Salary Grade: *TBD*

Reports to: Repo Operations Supervisor

FLSA Status: Nonexempt

Department: Check-In

Date: April 2023

Job Summary: This position is the combination of two positions. Condition Report writer is primarily responsible for conducting visual condition reports for appropriate vehicles, records necessary information for buyer's confidence when purchasing vehicle(s) and protects the buyer(s) from conditions that nullify sales under national arbitration policies. Detailer is responsible for washing, scrubbing, and polishing the interiors and exteriors of cars and trucks to protect their appearance and up to the financial institution's standards.

Primary Responsibilities:

1. Inspects vehicles toughly and accurately to identify and diagnose issues.
2. Analyzes the condition and features of vehicles to identify the damage to interior and exterior as well as any previous body damage and/or repairs.
3. Enter accurate vehicle details into template to generate Vehicle Condition Reports (CR).
4. Serves as third party inspector to provide objective descriptions of vehicle conditions to sellers.
5. Coordinates vehicle photographs to accurately display features and conditions.
6. Follows and completes items from the Inspection Checklist.
7. Assists in the removal, boxing, storage and proper disposal of personal property from repossessed vehicles.
8. Vacuuming, cleaning, and maintaining vehicles interiors and exteriors. Responsible for spraying chemicals on interior stains, and dressing of dashboards, consoles, and interior panels.
9. Wash and polish vehicle exteriors and blacken tires.
10. Drive, move, and park vehicles in their appropriate spots or lines.
11. Assist with post sale inspections on sale day.
12. Performs other related duties as assigned.

Knowledge, Skills, and Abilities Required at Time of Hire:

1. Knowledge of mechanical and aesthetic automobile conditions.
2. Ability to work with computers, mobile phones and the internet.
3. Exceptional verbal and written communication skills; ability to express information clearly.
4. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
5. Ability to work independently as well as in a group setting.
6. Ability to troubleshoot problems, evaluate options and implement solutions.
7. Ability to analyze information and make effective decisions.
8. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
9. Efficiently operate hand tools and follow safety procedures.
10. Conflict resolution skills.
11. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Tools and Equipment Used:

- Desktop and Laptop Computers
- Camera

- Mobile phone
- Tire Depth Gauge
- Paint Depth Checker
- Cleaning Equipment
- Cleaning Chemicals

Certificates and licenses:

- A Valid driver license is required of every Akron Auto Auction employee, along with an insurable driving record.

Education and Experience:

- High School Diploma or general education degree (GED) along with three to five years of related experience or training; or equivalent combination of education and experience.
- To perform this job successfully related experience in the auto industry is preferred.

Job Context:

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Uses following tools: jump box.
4. Occasionally lifts up to 50 pounds.
5. The noise level in the work environment is can be moderate to loud because of the close proximity of running vehicles and cleaning machines.
6. This position is performed in both an office setting and outdoors in various weather conditions.
7. Long work hours of 10 to 12-hour days are expected once or twice a week in order to meet auction deadlines.

Performance Indicators:

Successful performance in this position is measured by the ability to analyze the conditions and features of vehicles to identify damage to interior and exterior along with noting previous body damage or repairs. Successful performance is also measured by the ability to successfully inspect and identify conditions that would nullify an auction sale.

Acceptance of Responsibility:

I, _____ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the _____, I will perform these duties to the best of my knowledge and abilities.

Employee Signature

Date