



DBA Value Auto Auction

Position Description

Position Title: ASE Certified Mechanic

Job Code: 655

Salary Grade: TBD

Department: Arbitration/Shop

Reports to: Arbitration Manager

FLSA Status: TBD

Date: July 1, 2024

Job Summary: The ASE Certified Mechanic is responsible for diagnosing, repairing, and maintaining vehicles while adhering to arbitration policies and procedures while assisting customers, visitors, and employees with questions relating to Value Auto Auction.

Primary Responsibilities:

1. Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately.
2. Inspect vehicle computer and electronic systems to repair, maintain and upgrade, send to dealership of needing programmed.
3. Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity, including VAA Fleet vehicles.
4. Repair or replace broken or dysfunctional parts and fix issues (e.g., Leaks.)
5. Provide accurate estimates (cost, time, effort) for a repair or maintenance job.
6. Keep logs on work and issues.
7. Maintain equipment and tools in good condition.
8. Performs other related duties as assigned.

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

1. Proven experience as an auto mechanic.
2. Excellent knowledge of mechanical, electrical, and electronic components of vehicles.
3. Working knowledge of vehicle diagnostic systems and methods.
4. Ability to handle various tools (e.g., pliers) and heavy equipment (e.g., lift.)
5. Willingness to observe all safety precautions for protection against accidents, dangerous fluids, chemicals etc.
6. Exceptional verbal and written communication skills; ability to express information clearly.
7. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
8. Ability to work independently and in a group setting.
9. Ability to troubleshoot problems, evaluate options and implement solutions.
10. Ability to analyze information and make effective decisions.
11. Conflict resolution skills.
12. To perform this job successfully, an individual should have an average knowledge of ASI database system or willingness to learn.
13. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
14. Ability to handle constructive feedback and implement an appropriate action plan.

Supervisory Responsibilities:

N/A

Education and Other Requirements:

1. Valid certification (e.g. ASE) is required.
2. A High School Diploma or general education degree (GED) along with at least six to eight years related experience and/or training; or an equivalent combination of education and experience is required.

Certificates and Licenses:

Valid certification ASE is required

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

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. Occasionally lifts to 50 pounds.
4. The noise level in the work environment is usually moderate.
5. This position is performed in a garage setting, five days a week with typical work hours being 9:00 AM through 5:00 PM.

Performance Indicators:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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