



**DBA Value Auto Auction**

## **Position Description**

**Job Title:** Lot Crew  
**Job Code:** 636  
**Salary Grade:** TBD  
**Department:** Lot Maintenance  
**Reports To:** Lot Manager  
**FLSA Status:** Non-Exempt  
**Date:** August 31, 2022

**Summary:** Carries out all functional activities of the company in the Lot Maintenance Department while assisting customers, visitors, and employees with questions relating to Value Auto Auction.

### **Duties and Responsibilities:**

1. Assists with the relocation of sold vehicles after sale day, to the designated lane parking area.
2. Locates sold vehicles on lot ready to be delivered and reports to Transportation.
3. Diagnoses lot vehicles for necessary repair and transports them to the mechanic.
4. Repairs minor mechanical issues on vehicles; batteries, fluids, jump necessary vehicles and replaces tires.
5. Responsible for maintaining all vehicle whereabouts on the lot.
6. Ensures all vehicles registered for sale are parked in the correct spots and run through sale.
7. Works closely with Transportation, Registration, and Repo Departments to ensure clear communication and smooth transition from sale to sale.
8. Performs other related duties as assigned.

### **Supervisory Responsibilities:**

- N/A

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

1. Exceptional verbal and written communication skills; ability to express information clearly.
2. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
3. Ability to work independently as well as in a group setting.
4. Ability to troubleshoot problems, evaluate options and implement solutions.
5. Ability to analyze information and make effective decisions.
6. 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.
7. Conflict resolution skills.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Certificates and licenses:**

- A Valid driver's 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 one to two years related experience or training; or equivalent combination of education and experience.

To perform this job successfully related experience in the auto industry is necessary.

**Tools and Equipment Used:**

- Lift
- Pressure washer
- Jump Box

**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, leaf blower, snow blower, jump box, buffer, water, cleansing agents, brushes, hoses, and cloths.
4. Occasionally lifts to 50 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles and cleaning machines.
6. These tasks are performed Monday, Tuesday, Wednesday, Thursday, Friday, and occasionally Saturday. Wednesday's is normally a late day and can be as late as 9:00pm.
7. Hours are not specified due to the unpredictability of weekly vehicle volume and weather conditions.
8. Exposure to extreme conditions in outdoor weather while working on company grounds and with vehicles.

**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