Downloaded from <https://www.velvetjobs.com/job-descriptions/apprentice-mechanic>

# Example of Apprentice Mechanic Job Description

Our growing company is looking to fill the role of apprentice mechanic. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for apprentice mechanic

* Perform minor diagnostics and make recommendations on needed repairs
* Clean or strip vehicles to prepare for auction or to be returned for service
* Perform basic shop clean up tasks
* Perform wheel and tire repair, including mounting and dismounting
* Attend meeting and training classes dealing with both technical and procedural skills
* Must respond to plant emergency issues within the guidelines of the PEO (Plant Emergency Operations)
* Maintain all facilities HVAC and HVAC facilities service and Utility systems in support of 24\*7 operation of a high volume diesel engine manufacturing plant
* Perform multi-craft tasks associated with HVAC maintenance
* Participate in preventive maintenance and maintenance duties such as filtration system changes, greasing and oiling of motors, gears
* Inspect and adjust belts and pulleys

## Qualifications for apprentice mechanic

* Enrollment in a current technical/trade school for vehicle repair required
* Read and understand work orders, shop instructions, specifications and procedures manuals, and posted safety instructions
* High School Diploma (or Equivalent GED) combined with 2 years successful completion of a High School Automotive Technology program or Certificate of Completion, or High School Diploma (or Equivalent GED) combined with successful completion (Certificate of Completion) of 1 year Automotive Technology program vocational school/college, or 3 years of Auto Mechanic experience
* Experience with automotive maintenance and/or routine minor repairs (e.g., oil change, battery replacement, wiper blade replacement, light bulb replacement)
* Valid Commercial Drivers' License with DOT certification required within 90 days of hire
* Must live within 30 minutes of assigned work location