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# Example of Auto Technician Job Description

Our growing company is looking to fill the role of auto technician. 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 auto technician

* Continuously learn new technical information/techniques through formal training sessions in order to stay abreast of rapidly changing automotive technology
* Provide guidance/mentoring to junior technicians
* Mentor ‘B’ and ‘C’ level Repair Technicians
* Organize the work presented and plans for the highest efficiency in the performance of all job functions, including vehicle movement
* Accurately complete all paperwork, including, repair information on work orders, information for state and emission inspections where appropriate
* Return vehicle in clean condition
* Read, understand and utilize appropriate technical bulletins
* Completely review repair orders with Service Advisor to ensure all repairs requested are completed
* Obtain approval from Service Advisor, who will create an estimate and obtain customer approval before work begins
* Attend automotive classes’ seminars and meetings, as recommended by management

## Qualifications for auto technician

* Ability to think creatively and make decisions based on incomplete information
* Ability to process time sensitive data and information from multiple sources, including data from mainframe systems, makes decisions based on this data, and to effectively communicate the related required actions to a broad audience
* Ability to quickly adapt to change, proactively recognize process improvement opportunities and be able to work independently in a team setting
* Proficiency of computer navigation and Microsoft Office 2003 or later versions & Microsoft Windows XP or later versions
* Ability to pass licensing requirements within 18 months and maintain appropriate licenses
* Ability to bend, move, lift and physically perform duties in the scope of this position