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# Example of Service Technician Job Description

Our innovative and growing company is looking to fill the role of service technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for service technician

* Independently responds to assigned customer service calls, diagnosing problems and making appropriate repairs
* Determines parts, supplies or tools needed to complete service requests
* Relays any special problems to Service Coordinator following each call
* Ensures that service commitments are met within standard response time
* Loads, delivers, installs, and specs equipment
* Trains customers on the use and basic maintenance of equipment sold
* Uses, maintains, and secures test devices and tools used to adjust, calibrate and repair equipment
* Completes all required paperwork (time sheets, service orders, forms, inventory, expense reports, purchase card, and equipment related items)
* Returns defective modules, assemblies or parts to the local office and labels items
* Manages vehicle inventory and restocks as necessary

## Qualifications for service technician

* Basic knowledge of electricity and electrical controls
* Ability to weld and burn
* Minimum of three to five years with line technician experience
* Ability to perform diagnoses and repairs in all areas with emphasis on strong electrical diagnostics (i.e., CAN (control area network) Communication, multiplexing), and drivability
* Lexus and Toyota experience highly preferred
* Multiple ASE Certifications highly preferred