



JOB DESCRIPTION

Position/Title: Shop Technician I **Job Code:** 7106/614
Department: Boss Trucks Shops, Inc.
Reports To: Management Team
FLSA Status: Nonexempt
Last Updated: 11/17/2015

Summary: The Shop Technician I is responsible for performing entry level mechanical repairs in a timely and professional manner.

Essential Job Duties/Functions:

- Greet customers in a prompt, friendly manner.
- Perform PM's and oil changes.
- Grease trucks and trailers.
- Perform tire services.
- Perform minor repairs.
- Keep shop clean and uncluttered at all times.
- Ensure all service equipment (jacks, tools, trucks) are in good working order, clean, and properly repaired when needed.
- Sell tires and parts, ensuring profit margins are maintained and trade guidelines are followed.
- Make sure all parts, tires, etc., are put away in proper places.
- Complete work orders by providing the necessary customer information, labor performed, parts used, and any other information for warranty purposes.
- Ensure total customer satisfaction and the integrity of Bosselman.
- Practice all company safety procedures to ensure a safe environment for employees and customers.
- Providing friendly and competent customer service.
- Reporting for work in a timely manner when scheduled.

Additional Job Duties:

- Assisting in other duties, as assigned.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Education and/or Experience (include certs or licenses needed):

- Tire Service/LMS TIA Certified.

Minimum Qualifications:

- Valid driver's license and be insurable to drive, preferred.
- Able to furnish own tools to perform work.
- Able to work weekends, holidays, and as needed.
- Must have reliable transportation and phone.
- Must be able to communicate in English. – IF APPLICABLE
- Able and willing to deliver friendly, courteous, and prompt customer service.
- Able and willing to work cooperatively with other team members.

Physical Requirements: The physical demands described here are representative of those that must be met by the Shop Technician I to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company.

- The employee must occasionally lift and/or move up to 75 lbs., while performing the duties of this job, the employee is required to frequently stand, walk, use hands and fingers, handle or feel, reach with hands and arms, talk and hear; occasionally sit, climb or balance, stoop, kneel, crouch or crawl.

Employee Name

Employee Signature

Date