

# Assistant Mechanic Job Description

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- Routine maintenance: oil change, tire rotation, fluid check
- Assist in mechanical diagnosis by running tests and diagnostic equipment
- Replace worn or damaged parts, such as brake pads, filters, belts
- Examine vehicles or machinery for safety and adherence to the standards
- Clean and ensure that tools and equipment are in good working order
- Maintain repair and maintenance records
- Assist senior mechanics with complex repairs and in troubleshooting
- Ensure safety procedures are followed in the workshop
- Relay information to customers on their vehicle or machinery regarding its status and answer inquiries
- Assist in maintaining inventory control for parts and supplies
- Follow the suggested repair and maintenance procedures from manufacturers
- Perform road testing of vehicles will ensure that they are in proper working order
- Assist with installing new parts and accessories
- Manage administrative tasks like scheduling appointments and overall service logs, etc.
- Communicate recurring problems or areas of possible improvement to senior mechanics
- Participate in safety and quality control inspections
- Accurately update service records
- Participate in continuous training to stay current with new technologies
- Work with other technicians to efficiently complete complicated repairs
- Respond to customer complaints about the maintenance/repair service
- Assist in keeping the environmental compliance current
- Ensure the workshop is clean and organized
- Properly use and dispose Hazardous materials
- Apply diagnostic tools and equipment safely

- Keep update of current trends in the industry and new techniques of repair.