

# Auto Mechanic Job Description

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## **Duties and Responsibilities:**

- Diagnose and detect mechanical faults in cars manually or by the use of computer diagnostic programs
- Examine vehicle parts to ensure that they are working perfectly
- Maintain and repair vehicles for customers
- Assist customers in carrying out routine maintenance on vehicles, such as changing oil, lubricating frictional car parts and tightening bolts and nuts
- Help customers in buying quality car parts for replacement
- Replaced damaged or worn-out car parts
- Keep customers informed on the condition of the car, problems detected, and cost of repair
- Answer customers' inquiries and render advice on vehicle maintenance
- Ensure safety of vehicles brought in for repair
- Test-drive each vehicle after repair.

## **Auto Mechanic Requirements – Skills, Knowledge, and Abilities**

- Strong communication and customer service orientation: A good mechanic must be able to communicate and relate very well with customers. This quality is very important in conveying information on car condition to customers and convincing them that you are capable of handling the problem. Customers will always feel at ease when complex technical issues are explained to them in plain language that they can easily understand
- Good diagnostic and problem solving skills: A good auto mechanic should be able to quickly identify the source of minor problems manually. For complex problem, using diagnostic tools is important. Also, it is very important that the mechanic is able to fix or proffer solution to the problems in real time
- Dexterous and energetic: He/she should be skilled at using complex and hand tools. In addition, he/she must be energetic and have the

stamina to sit, stand, bend, kneel, and squat while carrying out his/her job

- Educated and certified: These two requirements may not be mandatory, but they are necessary. For one to be employed as a mechanic, he/she must be trained. Going ahead to obtain a recognized certificate like the ASE certificate for auto technicians presents him/her as a true professional. Also, most employers prefer to hire auto mechanics with minimum qualification of high school diploma
- Innovative and ability to learn fast: A good automobile mechanic must always be on the lookout for better techniques and tools for carrying out his/her duties. He/she must be able to learn and adapt fast to changes in diagnostic and repair technology.