

Automotive Mechanic Job Description

- Perform regular vehicle inspection and preventive maintenance
- Diagnose mechanical problems with computerized diagnostic equipment
- Change oils, check fluid levels
- Rotate and balance tires
- Check and replace worn out or bad brake pads and rotors
- Repair or replace engine components
- Transmission system servicing and repair
- Diagnose and repair problems involving electrical system
- Replace hoses and belts that are damaged or worn out
- Perform wheel alignments
- Replace, or if possible repair suspension and steering components
- Conduct emission test and necessary adjustment
- Replace air filters and cabin filters
- Exhaust system repair and replacement
- Air conditioning and heating servicing.
- Test and replace batteries
- Repair or replace fuel system components.
- Perform all safety inspections that could be ordered by the state or mandated by state regulation.
- Keep a complete and detailed record of all work done and parts used
- Make cost estimates for the repairs and maintenance of vehicle to be done and forward to the customer
- Describe repair procedures and recommended maintenance to the customer
- Keep workshop area clean and organized
- Adhere to all workshop safety procedures and guidelines
- Keep up to date on the introduction of new technologies on vehicles and new methods of vehicle maintenance

- Mentor junior mechanics or train apprentices.