

# Automotive Technician Job Description

---

- Conduct basic care maintenance, which includes changing oil, rotating tires, and checking brakes
- Perform basic diagnostics about the malfunctioning of motor vehicles by utilizing the computerized mechanisms, which generally take some physical effort for this purpose
- Repair and replace defective or worn-out parts in major systems of motor vehicles, including engines, transmissions, electrical systems, and suspensions
- Provide inspection on vehicles for safety, potential hazards, and warn customers on the importance of maintenance
- Perform vehicle road tests to ensure quality workmanship is done following repairs or preventative maintenance
- Interact with existing customers to explain mechanical problems, damages, and repairs that are required to be fixed, providing input on proper maintenance
- Make various installations, adjustments and repairs of specialized tools and equipment
- Document the work performed in writing: completed installations, parts, and labor hours
- Follow safety practices and maintain a neat, orderly working environment
- Stay current with developments of technologies in automotive and repair procedures and be certified accordingly
- Repair and replace automotive glass, from windshields to side windows. Service and repair air conditioning and heating systems
- Rebuild engines and transmissions as necessary. Repair hybrid and electric vehicle systems
- Perform routine maintenance as directed in vehicle owner's manuals

- Use wiring diagrams and technical manuals to understand and follow directions
- Assist with ordering parts and inventory control. Train junior technicians or apprentices
- Assist other technicians in performing complex repair work
- Provide estimated cost of repair and maintenance work
- Adhere to safety and environmental procedures in the workplace.