

# Job Description

## Auto Mechanic

### Role

Our Auto Mechanics help our clients resolve issues with their vehicles, this could be performance, repairs or appearance. You will speak to clients about the performance and history of their vehicles, inspect mechanical and electrical components, diagnose issues and discuss possible solutions. You will also maintain shop equipment and generate estimates and timelines for repairs.

To be a successful auto mechanic, you should be focused on providing high-quality service to clients as you help them identify, repair and avert issues that may affect the longevity, performance and safety of their vehicles. You should be thorough, a solid eye and attention to detail, reliable, honest, logical and motivated.

### Responsibilities

- Working with the manager and other mechanics to diagnose and repair the mechanical and electrical components of vehicles.
- Listening to clients to learn more about vehicle history, potential problems and the services they would like to receive.
- Performing test drives, inspections and other diagnostic tests on vehicles to identify where problems exist and determine which parts need to be repaired or replaced.
- Completing preventative maintenance on vehicles, such as servicing, performing oil changes, flushing and replacing fluids, tyres and replacing brakes.
- Repairing damage to the body of the vehicle
- Generating timelines and estimates for repairs and discussing the options with clients
- Inspecting internal systems and controls to ensure the vehicle is operating properly and in accordance with DVSA/MOT regulations
- Maintaining service records, and accurately recording job sheets, client information, their vehicles, parts and service history.
- Using workshop equipment as instructed, performing regular maintenance and repairs as needed.
- Engaging in learning opportunities to update job knowledge and technical skills.

### Requirements

- Key Skills (English/Maths) in education, certifications or experience is preferred
- Level 3 Auto Mechanic qualified (or willingness to undertake)

- IT literate and proven ability to use software systems to manage onsite bookings plus schedule timelines for repairs and/or identifying parts/components required for vehicles.
- Proven ability to diagnose and repair vehicles and to follow safety instructions and directions
- Proficiency with hand tools and other equipment
- Excellent active listening, problem-solving and communication skills
- Self-motivated, independent and reliable with a strong work ethic.
- Full UK Driving Licence (or willingness to achieve this)

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.