

THE CONRAD COMPANIES
Job Description

Job Title: Technician
Salary Level:
Business Unit: Conrad's Tire Service, Inc.
Department: Service
Location: Assigned Location
Approved By:
Approved Date:
Reports To: Store Leader

CONTRIBUTION

Performs a variety of vehicle repairs as well as intermediate work. Also, the Technician assists with training other members of the service department.

ESSENTIAL FUNCTIONS

Performs advanced remove and replacement work including clutch/compressor assemblies; condensers, receiver dryers, A/C valves, and heater cores on A/C equipped cars; carburetors including setting all external adjustments on non-computerized vehicles; valve adjustments; valve jobs including timing chains or belts, oil pans, oil pumps, and engine leaks; and non-computerized carburetor overhauls.

Effectively learns and uses needed in order to recharge A/C systems; perform basic tune-ups including replacement of spark plugs with proper gapping, points and condenser including proper lubrication, and setting distributor cap, rotor, and wire replacement; set all tune-up adjustments for non-computerized vehicles including air fuel ratio; clean fuel injector systems; diagnose vehicle problems including vacuum leaks, spark plugs, carburetor, wires, distributor cap, compression, internal engine including valves, cam, etc; demonstrate knowledge of "O2" feedback systems; retrieve codes from all types of vehicle computer systems; and perform internal carburetor adjustments on non-computerized vehicles.

Performs intermediate diagnostic work including oil pressure; cooling systems including mechanical versus electrical; charging system components and wiring including alternator versus regulator versus broken wire; light electrical including headlights and horn circuits; all non-computerized A/C components; leak test A/C systems; non-computerized heater systems and valves; component versus electrical including relay switches versus wiring; non-computerized basic drivability on tune-up; emission systems including HC & CO gases, non-computerized canister and purge systems, EGR valves, air injection systems, and catalytic converters; trace any new computerized circuit and diagnose the condition; non-computerized electronic ignitions; fuel injection systems; timing chains and belts; cams and lifters; electrical portions of non-computerized A/C systems; non-computerized vehicle drivability; and vehicle "no start" conditions.

Performs advanced remove and replace, and intermediate diagnostic work according to daily work order or as received from any manager.

Knows, understands, and performs all duties of the tire & alignment technician role.

Operates acceptably and safely the following equipment: A/C flush gun; A/C charging station; A/C leak detector; all carburetor tools non-computerized; compression tester; fuel injection cleaner/presser tester; and all equipment required to perform the jobs of the tire & lube technician and alignment technician roles.

Trains less experienced members of the service department on duties, responsibilities, activities and tasks of the technician role.

Observes and follows all necessary safety regulations when operating machinery, equipment and tools.

Purchases and maintains the tools necessary to perform the various duties of the job.

Performs work of other tire & lube technician and alignment technician members of the service department if business necessitates.

Any other duties either necessary for customer service or perceived by or assigned to the job.

PRIMARY INTERACTIONS

The technician regularly interacts with location personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum **training** required: Basic Services Automotive Air Conditioning
Starting and Charging Systems
Steering and Suspension Systems
Wheel Alignment
Brake Systems
Engine Performance
Automotive Electricity/Electronics
Anti-Lock Brake Systems

Minimum **ASE certification** required: Suspension and Steering Engine Repair
Brakes
Electrical Systems
Heating and Air Conditioning

Advanced automotive maintenance, remove and replacement knowledge and skills.
Intermediate automotive diagnostics knowledge and skills.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to work standing up, walk, use hands and fingers to operate tools and equipment, and speak and listen, both over the phone and in person to customer and fellow employees, in order to perform the above listed duties.

The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to work in a seated position, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to risk of electrical shock and vibration. The employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and explosives.

Fast-paced working environment.

The noise level in the work environment is usually loud.

The employee regularly works up to 50 hours per week, and occasionally works up to 60 hours per week.

The employee regularly works Saturdays, occasionally works evenings.

Travel between locations is occasionally required.

MISCELLANEOUS

The employee is required to have an acceptable driving record, in line with the stated Company Policy, and they must have a valid driver's license in the state in which they are employed with the Conrad Companies.

The employee must comply with all aspects of Conrad's Drug Free Workplace Policy.