

Lube Technician

Primary Objective of this Position: Perform necessary lubrication services for vehicles in a timely and professional manner.

Basic Requirements: Completed high school education; honest and respectful person; excellent communication skills; professional appearance; an insurable Michigan driver's license; are requirements. The working environment is primarily standing or moving, and could be subject to noise, vibration, dust, fumes, and exposure to hazardous and nonhazardous materials at various times. The job requires physical abilities to lift up to 50 lbs and physical mobility within the shop environment, driving vehicles, and the ability to attend functions both onsite and offsite.

Essential Duties:

- Performs work as outlined on repair order with efficiency and accuracy, in accordance with dealership and factory standards.
- Sells lubrication, safety inspection, and other related services.
- Perform safety inspection and document.
- Drains oil from crankcase and refills with required amount of oil.
- Replaces oil and air filters.
- Inspects vehicle fluid levels, replaces or replenishes as necessary.
- Checks tire pressure and adds air if needed.
- Lubricates moving parts with specified lubricants.
- Assure all vehicles are vacuumed.
- Communicates with parts department to obtain needed parts.
- Reports machinery defects or malfunctions to supervisor.
- Documents all work performed on the repair order.
- Participates in manufacturer-sponsored training programs as assigned by service manager.
- Keeps abreast of manufacturer technical bulletins.
- Ensures that customers' cars are kept clean. Notifies service advisor immediately of anything that has happened to change the appearance or condition of the vehicle.
- Keeps shop area neat and clean.
- Maintains and is accountable for all dealership-owned tools and manuals. Returns them to the proper place and in the same condition as when they were received.
- Understands, keeps abreast of, and complies with federal, state, and local regulations, such as hazardous waste disposal, OSHA Right-to-Know, etc.
- Operates all tools and equipment in a safe manner.
- Reports any safety issues immediately to management.
- Other duties as requested by service consultants and/or manager