



## JOB DESCRIPTION

**Job Title: C Technicians**  
Department: Maintenance  
Reports to: Lead Maintenance Manager

### **JOB STATEMENT:**

C Technicians provide general vehicle maintenance support and perform minor repairs and routine maintenance tasks. They generally have limited experience but meet minimum training requirements and are considered semi-skilled in general automotive repair and maintenance.

### **QUALIFICATIONS:**

- 1 year automotive technician experience.
- Or completion of 1 year vocational training program for automotive technicians.
- Possess basic tools.
- Good communication skills.
- Commercial Driver's License with Air Brakes Certification.

### **DUTIES:**

- Perform Oil and Lube Services.
- Perform Tire Mount and Dismount.
- Assist Class A & B Technicians to complete routine repairs and PMI services.
- Perform minor non-safety related repairs.
- Perform routine part replacements and adjustments such as installing batteries and replacing lights.
- Prepare and submit records of work performed.
- Record all parts and supplies used on equipment.

Performs all other duties as assigned **Competencies:**

- **Communication**-Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
- **Time Management**- Uses his/her time effectively and efficiently. Values time. Concentrates his/her efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.
- **Work Quality**- Work quality refers to the effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems.

- **Attendance-** Attendance refers to the consistency that an employee shows in turning up for work and completing their normal work hours.
- **Dependability-** Refers to the ability to be trusted or relied upon to act in the way required or expected.
- **Initiative-** Refers to the ability to act and make decisions without the help or advice of other people.

**Experience and Requirements:**

- High School Degree (or equivalent) and 2 years experience preferred or the equivalent combination of experience and education.
- Must carry a valid driver's license and be insurable.

**Physical Demands:**

While performing the duties of this job, the individual is frequently required to remain in a stationary position 90% of the time while cleaning and maintaining the facilities and vehicles. The individual must regularly lift, push, pull, and/or move up to 50 pounds. The individual must be capable of positioning themselves to work under vehicles to perform oil changes or perform other maintenance.

**Work Environment:**

The individual will be exposed to a well lit indoor office or workshop setting. The individual may be exposed to loud machinery or equipment. The individual may also be exposed to hazardous chemicals when cleaning the facilities or cars and performance maintenance.

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