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5180 37th St.  
Hudsonville, MI 49426

## Job Description

<b>Job Title:</b>	Technician	<b>Prepared By:</b>	General Manager
<b>Reports To:</b>	General Manager	<b>Approved By:</b>	Mark Doornbos
<b>Job Location:</b>	Dykstra's Hudsonville		
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	4-16

### SUMMARY

Operate on a daily basis with great attitude, aptitude, and ethic, while always keeping in mind the best interests of the customer's needs and safety. Understand that our customer's time is valuable to our organization, and to make your best effort to work effectively and efficiently on a daily basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Have competent knowledge and skills to maintain and repair vehicles
  - a. Have State certification and ASE certification (preferably masters level)
  - b. Participate in ongoing training that is made available to them.
  - c. Be able to properly use the databases and equipment available to them to aid in vehicle repair and maintenance.
  - d. Own a set of up to date tools needed to repair vehicles.
  - e. Take care of shop provided equipment and tools.
  - f. Promote a safe work environment.
2. Help other employees when needed.
3. Communicate effectively with the Service Advisors on a continual basis with regards to your work in progress.
  - a. Communicate clearly and neatly on work orders so that the Service Advisors can understand.
4. Work as a team when going through the diagnosis and recommendation stages.

**SUPERVISORY RESPONSIBILITIES** – None

**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 requires. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION/CERTIFICATIONS/REGISTRATIONS**

High School or GED is required. Must hold a current State of Michigan Mechanic Certification. Must have or be working towards ASE certification (preferably) Master's level.

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This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of Dykstra's Auto Service Inc. are expected to perform tasks as assigned by Dykstra's Auto Service supervisory / management personnel, regardless of job title or routine job duties.

