



Job Title:	Assistant Automotive Technician	Job Category:	AAT 1
Department/Group:	Auto Repair - Mechanics	Job Code/ Req#:	AAT 1
Location:	Yigo	Travel Required:	
Level/Salary Range:		Position Type:	[full-time, part-time, job share, contract, intern]
HR Contact:	Diane T. Canovas 646-4742	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:	Yes		
Internal posting URL:	Yes		

Applications Accepted By:	
Fax or E-mail: (671) 649-0447 or dcanovas@totalchemical.com Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]	Mail: Diane T. Canovas HR, Ace Auto Port P O Box 20370 GMF Barrigada, Guam 96921

Ace Auto Port has a mission we take SERIOUSLY: We inspire clients to extend the life of their cars.

- We eat, drink and breathe the mantra, **"Long Live Your Car"**. We wake up with the understanding that cars are expensive to buy, expensive to operate and expensive to put in landfills. Our mission is to help each valued client get the most of every dollar they spend on their car, increasing performance, reliability and gas mileage while making the world a better place to live.
- Position is a retail sales job at an auto repair facility. You must be able to stand, walk, jog, use hands and fingers, reach with arms, work in awkward positions, transfer oneself from one work level to another and move materials from one height to another. Occasionally, you will need to sit, climb or balance, stoop, kneel, crouch and crawl, all while being able to regularly communicate.

JOB DESCRIPTION - ROLE AND RESPONSIBILITIES

Minimum Qualifications

- Must be at least 18 years of age
- High School Diploma or GED required
- ASE certification or in progress preferred, OR Minimum two years of automotive technical training at an accredited technical or trade school required, OR a minimum of three years of technical experience in an automotive repair shop servicing current model vehicles required.
- Must have experience using repair shop testing and service equipment
- Must be able to understand, read, write and speak English
- Understand various automobile makes and model warranty procedures is a plus
- Police and Court Clearance
- Must have a clean DMV Report
- Pass all required drug tests
- Pass all required Safety and Environmental standards
- Pass all required OSHA Safety and HAZMAT training certifications

**Essential Qualifications:**

- Excellent Written and Verbal communications and Highly collaborative nature
- Impressive work ethics
- Ability to perform math calculations
- Basic Computer Skills, able to look-up and identify inventory status, familiar with Mitchells On Demand5 System software. Utilize software to obtain parts and labor requirements for repairs
- Demonstrated ability/desire to perform in high pressure, fast paced situations
- Adhere to Safety and Environmental Standards for maintenance/repair facilities.
- Adhere to OSHA and HazMat certification as required by Local and Federal regulatory agencies.
- Reliable transportation.
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Below is a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position.

- Perform minor diagnostics on automobiles as required.
- Repair vehicles according to manufacturers' specifications
- Types of repairs will include
 - Brakes, onboard computer diagnostic and drivability, suspension and tires, alignment oil change, tune-ups and inspection.
- Communicates with the Service Writer and Lead Mechanic about repair status and needs.
- Performs Safety Inspections
- Assists Lead Technician as required and in order to gain experience for future ASE Certifications
- Various Miscellaneous duties as assigned.
- Assist other level technicians as requested.
- Performs vehicle servicing/repairing to maintain company standards
- Maintain work area in a safe and clean condition.
- Closes Service Order with Service Writer to ensure accuracy and completeness.
- Advise Service Writer on any anticipated problems or delays in the service/repair of a customer vehicle so that customer is informed promptly of its progress.
- Assists Shop Manager with inventory control and parts ordering
- Perform related duties as required.

Qualifications and Education Requirements

- High School Diploma or GED required
- Police and Court Clearance
- Minimum 2-3 years as an Automotive Repair Knowledge - experience with various automobile makes and models – ASE Certified in progress preferred.

Preferred Skills

ASE Certification or in progress preferred, Basic computer skills, Experience in the automotive service industry, previous service writer experience preferred. Ability to use basic common sense in problem solving, Personable, willingness to learn, potential for Leadership skills.