TITLE: Tune-Up Technician

REPORTS TO: Service Manager

POSITION INFORMATION:

The Tune-Up Technician tunes automotive vehicle engines to ensure efficient operation, working within dealership and factory quality and efficiency standards.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

E( ) M( ) Remove spark plugs, using socket wrench.

E( ) M( ) Test spark plugs, using spark-plug tester.

E( ) M( ) Clean electrodes in sandblasting machine, set spark gap with feeler gauge, and replace or install new plugs.

E( ) M( ) Inspect distributor breaker points for wear and pits, using feeler gauge, and replace or reset points.

E( ) M( ) Observe ignition timing, using timing light. Adjust timing, using hand tools.

E( ) M( ) Adjust carburetor needle setting, using hand tools, and verify adjustment, using instruments such as fuel analyzer, vacuum gauge, oscilloscope, and tachometer.

E( ) M( ) Set valve tappets, using feeler gauge or dial indicator.

E( ) M( ) Replace defective coils, condensers, and electrical connection.

E( ) M( ) Remove and clean carburetor and fuel pump.

E( ) M( ) Examine battery and connections and electrical charging and starting circuit.

E( ) M( ) Adjust and repair fan belt and fuel and water pumps.

E( ) M( ) Tune engine while vehicle runs on rollers connected to dynamometer and be designated Dynamometer Tuner.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Knowledge in all aspects of automotive repair and maintenance, including vehicle tune-ups. Valid driver's license and a good driving record. Two years of experience as a technician, technician's helper, or apprentice in an automotive dealership. Manual dexterity. Good judgment. Ability to operate power and hand tools and other equipment safely.

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WORKING CONDITIONS:

This is a physically demanding position. Will stand six to eight hours per day. Will stand six to eight hours during a shift. Will stoop, kneel, crouch, crawl, reach, handle, and feel. Will use hand and power tools. Will lift parts weighing up to 70 pounds several times during a shift. Will be exposed to noise, vibration, dust, exhaust fumes, and other hazardous and nonhazardous materials. Will road-test vehicles.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer