TITLE: Automobile Detailer

REPORTS TO: Service Manager

POSITION INFORMATION:

The Automobile Detailer cleans and refurbishes new and used automobiles.

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( ) Wash vehicle exterior, using cleaning solution, water, cloths, and brushes.

E( ) M( ) Apply wax to auto body, and wipe or buff surface to protect surface and preserve shine, using cloth or buffing machine.

E( ) M( ) Vacuum interior of vehicles to remove loose dirt and debris, using vacuum cleaner.

E( ) M( ) Clean upholstery, rugs, and other surfaces, using cleaning agents, applicators, and cleaning devices.

E( ) M( ) Apply revitalizers and preservation agents to vinyl or leather surfaces and treat fabrics with spot- and stain-resistant chemicals to preserve and protect interior components.

E( ) M( ) Clean engine and engine compartment with steam-cleaning equipment and various cleaning agents to remove grease and grime.

E( ) M( ) Apply special-purpose cleaners to remove foreign materials which normal cleaning procedures do not remove, utilizing experience and judgment and following recommendations of the product's manufacturer.

E( ) M( ) Paint engine components and related parts, using spray gun or aerosol can and masking materials.

E( ) M( ) Apply paint to chipped body surfaces of vehicles, using touch-up paint.

E( ) M( ) Apply dyes and reconditioning chemicals to vinyl tops of vehicles to restore color and condition.

QUALIFICATIONS:

Knowledge of automotive repair and maintenance. Valid driver's license and a good driving record. One year experience as a technician's helper. Manual dexterity. Good judgment. Ability to use hand and power tools and other machinery safely.

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WORKING CONDITIONS:

This is a physically demanding position. Will stand six to eight hours per shift. Will lift parts weighing up to 70 pounds. S/he will bend, stoop, kneel, crouch, reach, and feel. Will use hand and power tools. Will be exposed to noise, vibration, dust, paint, cleaning solutions, and other hazardous and nonhazardous materials.

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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