TITLE: Transmission Technician

REPORTS TO: Service Manager

POSITION INFORMATION:

The Transmission Technician repairs manual and automatic transmissions in automobiles 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( ) Raise automobile, using jacks or hoists, and remove transmission, using hand tools.

E( ) M( ) Disassemble transmission unit and replace broken or worn parts, such as bands, gears, seals, and valves.

E( ) M( ) Adjust pumps, bands, and gears as required, using wrenches.

E( ) M( ) Install repaired transmission and fill it with specified fluid.

E( ) M( ) Adjust operating linkage.

E( ) M( ) Road-test the vehicle to quality-check work completed.

E( ) M( ) Adjust carburetor.

E( ) M( ) Verify idle speed of motor, using equipment such a tachometer, making required adjustments.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Knowledge in all aspects of automotive repair and maintenance, including vehicle transmission repair. 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 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