

Job title: Apprentice Technician
Department: After-sales Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

Apprenticing technician. Under the supervision of a buddy, he/she must be capable of doing routine maintenance jobs and repairs.

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Helps the buddy technician, as necessary.
- Conducts safety inspections and does general maintenance and minor repairs, as instructed.
- Performs the work described in the work orders efficiently and accurately, based on the dealer's and manufacturer's standards.
- Restocks the supplies, at the request of the technicians or the after-sales department manager.
- Reports defective or poorly functioning equipment to the supervisor.
- Attends training courses and department meetings. Participates in training programs and attends school and events sponsored by the manufacturer.
- Uses all tools and equipment carefully.
- Contacts the parts department to obtain the necessary parts.
- Stores and labels parts if the work is under warranty, or if the customer asks that this be done.
- Examines the vehicle assigned to him/her, to determine if additional maintenance or safety work is required or recommended.
- Contacts the technical advisor and/or the foreman as soon as possible if additional work is required, if the work described is unnecessary or if the repairs cannot be done by the established deadline.
- Documents all work performed and recommended in the work order.
- Road tests vehicles.
- Keeps up-to-date on the manufacturer's technical bulletins.
- Reports defective or poorly functioning equipment to his/her supervisor.

- Sees to the cleanliness of the customers' cars. Reports any incident which may affect the appearance or condition of a car to the technical advisor and/or the supervisor, as soon as possible.
- Ensures that the shop is clean and tidy.
- Maintains all the tools and manuals belonging to the dealership and takes responsibility for them; returns them to the proper location, in the same condition as when they were received.
- On request, picks up parts from the parts department.
- Keeps abreast of federal and provincial regulations and municipal bylaws, such as those governing the removal of hazardous waste, etc.; understands and observes them.
- Reports any safety issues to management as soon as possible.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</p>
