



Automotive Maintenance Technician Job description

J4 Automotive is seeking a Super Star Automotive Maintenance Technician to join our team of professionals! Duties would primarily be lube, oil and filter changes, and maintenance duties such as fluid services.

Do you want to make top dollar for your talent?
Do you want a large, clean shop to work in?
Do you want service advisors that can sell the work you recommend?
Do you want tools and equipment that are up to date?
Then J4 Automotive is the place for you!

J4 Automotive is an industry leading general automotive repair shop with an excellent customer service rating. Family owned and family friendly independent repair facility that services the entire tri-county area of Helena Montana. This is a fantastic area to recreate and raise a family.

The successful candidate will be working with our AMI Certified Service Advisors, fellow ASE Master Technicians, The successful applicant will perform simple to serious automotive service with a customer first attitude. They will have impeccable references, be gifted at what they do, live by the principle that they will never put money ahead of people, and live drug free. They will be required to use modern computer programs on tablets, have a clean driving record, and good, courteous driving skills.

J4 Automotive fosters a team-oriented environment in a well-equipped 6,600 sq. ft. shop. We have state of the art, updated equipment and are an industry leader in the marketplace. Check out our web site at j4automotive.com for more employment and business information.

Full time employee benefits include:

Productivity bonuses, paid time off, paid holidays, health insurance, uniforms, use of the shop for personal vehicle repairs, retirement plan with an employer contribution, parts for personal use at cost and more. Salary depends entirely upon you and your performance and is a combination of hourly and performance-based pay.

Some overtime work is required. This is a full-time permanent position with benefits after successful completion of the probationary period. You are encouraged to pursue continuing education and obtain

ASE certifications. Organization, efficient time management, a competent skill set, and passing the relevant ASE tests will all greatly enhance your salary potential.

This position requires the successful applicant to perform a wide variety of maintenance operations on all makes and models of cars and light duty trucks. This position is a full-time permanent position with benefits after completion of the probationary period. You are encouraged to pursue continuing education and obtain ASE certifications with the opportunity to move from the Maintenance Technician position to a Line Technician position when available.

Job duties include but are not limited to:

- Mechanical duties on automotive cars and light duty trucks, primarily maintenance services such as lube, oil and filter services, vehicle inspections, tire service, and repair. You will be expected to perform additional duties which will include fluid services, brake service, alignments, chassis and other repairs as your training and skill set dictates.
- Must be able to lift 50 pounds.
- Keep accurate and legible records of work performed and services needed by filling out inspection reports on every vehicle on an electronic tablet (iPad)
- Assist the other technicians with their duties when needed
- Maintenance and cleaning of shop equipment, tools and work bay areas will be necessary as well as inventory control, plus other duties as requested
- Keep the shop area swept clean and washed (fluid spills picked-up to keep customer vehicles clean)
- Observe all standard safety procedures and inform Management of any unsafe practices and/or conditions
- Have good customer skills and answer the telephone after the fourth ring
- Customer courtesy rides, pickup and/or delivery of vehicles and parts as needed
- Perform maintenance fluid services (i.e. transmission, coolant, power steering, brake, etc.)
- Interface with vehicle computer control systems to reset maintenance reminders, extract codes, and monitor system operations
- Light, medium, and heavy duty repairs and service on cars and trucks, gas and diesel engines

Requirements

- Must make safety a priority and participate in safety training classes including proper lift operations and maintenance
- Hours of employment are 8:00 am to 5:30 pm with a flexible one-hour lunch period, Monday through Friday with one Saturday for our customer appreciation day. You are required to be **ready to work by 8:00 am**. If there is work to be done, overtime is encouraged.
- Participation in an extensive training program designed for your particular needs
- Pursue continuing education through industry magazines and attend training courses.
- Applicant will possess good communication, phone skills, and have some interaction with customers
- Basic computer and iPad skills, basic typing skills, and able to operate computer-based programs
- Access and search manuals both online and hard copy and use automotive on-line information systems such as Alldata and Mitchell

- Eventually own hand tools suitable for the level of work they will be required to perform, however the shop will provide basic tools at the beginning
- Be reliable and have reliable transportation
- Be task oriented; a self-starter that needs a minimum amount of direction
- Read and comply with the company policies outlined in the Company Handbook
- **A clean driving record is required - this will be confirmed and reviewed. The successful applicant must be a safe, careful, and a conscientious driver.**
- Extensive Training will be provided. Time for self-study will be set aside and the following goals must be met:
 - Become proficient in automotive lift operation and safety, study the “Lifting it Right” safety manual, the “American National Standard for Automotive Lifts” book, and pass the Safety Quiz within the first 5 days of hire
 - Take and pass the “**Introduction to Automobile Service (IAS) E-Learning Program**” within 30 days of hire date
 - Obtain ASE certification in **Auto Maintenance and Light Repair Certification Test (G1)** with-in six months of hire date

Additional Information

- Uniforms and laundry service provided
- Eligible for Health Insurance after two months and full benefits after completion of six-month probationary period
- Advanced pay rate is available and will be determined by skill level, attitude, aptitude, and ability to progress

Rev 04/13/2022