



Position Title
Automotive Service and Repair Technician

J4 Automotive is seeking an experienced Super Star Automotive Technician to join our team of professionals!

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 recommended?

Do you want tools and equipment that are up to date?

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, and also with the owner, who was the recipient of the National NAPA/ASE Technician of the year award. 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 have the skills and training necessary to diagnose and repair Domestic, Asian and European gas and diesel light trucks and automobiles with a clean driving record and good, courteous driving skills. Must be familiar with digital storage oscilloscopes, vehicle computer scanners, modern test equipment, OBD II systems, and participate in ongoing career training. Must have working knowledge of online information systems such as Alldata, iATN, Identifix, and other pattern failure and hot line technical assistance sites and must be proficient in PC windows programs.

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 a business 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.

Job duties include but are not limited to:

- Mechanical service and repair of all aspects of electrical and mechanical systems on automotive cars and light trucks
- Maintenance and cleaning of shop equipment, tools and work bay areas
- A clean driving record is mandatory and will be reviewed periodically
- Occasional interactions with customers

Requirements

- Make safety a priority, and participate in safety training classes including automotive lift proper operations and maintenance
- Shop hours of operation are 8:00 am to 5:30 pm with a flexible one-hour lunch period, Monday through Friday with an occasional Saturday for special occasions. You are required to be **ready to work by 8:00 am**. If there is work to be done, overtime is encouraged.
- Be able to lift at least 50 pounds, and able to perform duties required of an automotive and light truck mechanic
- Perform maintenance on shop tools and equipment as necessary
- Is responsible for keeping the shop area, tools and equipment clean
- Applicant will possess good communication skills and interact with customers, and answer the telephone on the fourth ring
- Be computer literate and able to operate computer-based programs
- Keep accurate and legible records of work performed and services needed by filling out inspection reports on every vehicle and utilizing electronic tablets and digital inspection processes
- Have their own hand tools suitable for the level of work load they will be required to perform.
- Be reliable and have reliable transportation.
- Pursue continuing education through industry magazines and attend training courses.
- Be task oriented; a self-starter, organized and motivated that needs a minimum of direction,
- Read and comply with the company policies outlined in the Company Handbook
- Lunch periods will be staggered so at least one technician remains on the job at all times
- **Must have a clean driving record—this will be confirmed and reviewed. The successful applicant must be a safe, careful and conscientious driver.**

Mechanical Duties

- Keep the shop area swept clean and washed (fluid spills picked-up to keep customer vehicles clean)
- Perform Lube Oil and Filter maintenance services
- Comprehensive vehicle inspections
- Perform maintenance fluid services (i.e. transmission, coolant, power steering, brake, etc.)

- Interface with vehicle computer control systems to extract trouble codes and data pids, reset maintenance reminders, and monitor OBD system operations
- Tire services such as mounting and balancing, flat repairs, TPMS maintenance, etc.
- Light, medium and heavy-duty repairs and service on all makes and models of cars and light duty trucks, gas and diesel engines
- Other mechanical duties as required including troubleshooting, drivability diagnostics, HVAC repair and diagnostics as skill set dictates
- Inform Management of any unsafe practices and/or conditions

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