

UPPER BAY TECHNICIAN POSITION DESCRIPTION

The Upper Bay Technician performs the hood duties on each car that comes into the center.

Duties

Service (effective communication with Lower Bay Technician is critical):

1. Follow all Safety and Quality Control procedures.
2. Guide cars into the service bay and signal when car is in the proper position.
3. Check oil level Prior to service.
4. Check all fluid levels and top off as necessary
 - Power steering
 - Battery water levels
 - Windshield washer fluid level
 - Transmission
5. Check air filter.
6. Fill with oil of proper weight to full mark on oil dipstick.
7. Check manufacturers recommendations for recommended services.
8. Recommend manufacturers required services to customer including:
 - Air filter
 - Breathers
 - PCV valves
 - Differential services
 - Transmission services
 - Brake service
 - Tune up

Cleaning:

1. Service Area
 - Return all tools to the proper location in the service area.
 - Fill spray bottles used for cleaning windows with window cleaning solution
 - Fill paper towel dispensers.
 - Empty all garbage containers.
 - Sweep and mop the service area floor.
 - Straighten all stocked shelves.
 - Empty the vacuum cleaners.