

## **D. R. Polley Used Cars Ltd.**

### **Amherst, NS**

Automotive Mechanic  
Reports to Owner

Wage Based on Experience  
Must be Eligible for START Program or Graduate To Opportunity

### **Summary of Position**

Our used car dealership is looking for a mechanically inclined individual with some automotive service or a recent graduate from an automotive training program. The successful candidate will be responsible for providing auto repair services. We're looking for a well-trained (willing to be trained), highly organized professional who takes pride in his or her work and can perform various customer service duties as required.

### **Main Duties & Responsibilities**

- Greet customers when they arrive and take a detailed history of vehicle performance or mechanical failure
- Diagnose vehicles based on observational and mechanical testing as well as information provided by the customer
- Provide customers with detailed estimates for repairs and replacements and obtain signature approval prior to commencing work
- Repair vehicles based on the diagnosed issues and repair estimate
- Test drive vehicles after repairs are complete to ensure mechanical soundness and to determine whether any other problems exist
- Describe vehicle's condition to customer and answer any follow-up questions
- File appropriate documentation on each repair
- Operate point of purchase devices

### **Required Knowledge, Skills, Abilities and Personal Attributes**

- Proven experience as auto mechanic
- Excellent knowledge of mechanical, electrical and electronic components of vehicles
- Working knowledge of vehicle diagnostic systems and methods
- Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)
- Willingness to observe all safety precautions for protections against accidents, dangerous fluids and chemicals
- Excellent physical condition
- Operate a vehicle

### **Required Qualifications**

- Auto repair certification or demonstrated experience in the field (Willingness to learn)
- WHIMIS
- First Aide

- Driver's License

## **Required Competencies**

### Essential Employability Skills

- Reading – To receive instructions from owner and mechanics on tasks required
- Oral Communication – To interact with customers with regards to their vehicle repairs
- Measurement and Calculation - To properly calculate fit and replace parts
- Job Task Planning – To identify and plan daily job tasks and repairs
- Problem Solving – To solve problems that arise when making repairs

## **Language Requirements**

- Oral and written communication in English is required

## **Physical Demands Required**

- Strength Requirements:

Required to lift a minimum of 50lbs; lifting of auto body parts onto vehicles

- Motion Parameters:

Must be able to bend, stand and crawl, in, around and under vehicles; use hand-eye coordination and manual dexterity when operating equipment such as sanders, welders, hoists, etc.

- Work Environment:

Will be working indoors, outdoors, in a garage environment; working in an environment with fumes, dust and hazardous materials; temperatures in garage environment can fluctuate depending on work being completed, as drying of finishes requires high temperatures.

Please send resumes to [barry.patriquin@cansa.ca](mailto:barry.patriquin@cansa.ca)

Only those selected for interviews will be contacted.