



Job Title: Automotive Service Technician (Full Time)

Location: Wellesley, MA

Organization: Bernardi Volvo of Wellesley

We are interested in talking to you about a career at Volvo of Wellesley- **regardless of your experience level**. If you have a strong work ethic and enjoy servicing cars.

Job Responsibilities:

Requires the ability to perform light maintenance and repairs which include lube, oil, and filter changes, balancing and rotation of tires, and flushing cooling systems and is an entry-level position.

Key components include:

- Continuously learn new technical information and techniques in formal training sessions
- Demonstrate a strong commitment to the “Bernardi for now. . .Bernardi for Life” value.
- Comply with company safety policies and procedures.
- Adhere to Volvo Motor standards

ESSENTIAL DUTIES:

- Performs work as outlined on repair order with efficiency and accuracy, in accordance with dealership and factory standards.
- Sells lubrication, safety inspection, and other related services. Maintains related records on regular customers, following up periodically with telephone, mail, or personal reminders.
- Inspects vehicle fluid levels, replenishes as necessary.
- Checks tire pressure and adds air if needed.
- Communicates with parts department to obtain needed parts.
- Saves and tags parts of the job if under warranty or if requested by the customer.
- Examines assigned vehicle to determine if further safety or service work is required or recommended.
- Communicates with service advisor immediately if additional work is needed, if work outlined is not needed, or if repairs cannot be completed within the promised time.
- Documents all work performed and recommended on the repair order.
- Road tests vehicles.
- Participates in manufacturer-sponsored training programs, schools, and events.
- Keeps abreast of manufacturer technical bulletins.
- Reports machinery defects or malfunctions to supervisor.
- Ensures that customers' cars are kept clean. Notifies service advisor immediately of anything that has happened to change the appearance or condition of the vehicle.
- Keeps shop area neat and clean.
- Maintains and is accountable for all dealership-owned tools and manuals. Returns them to the proper place and in the same condition as when they were received.
- Understands, keeps abreast of, and complies with federal, state, and local regulations, such as hazardous waste disposal, OSHA Right-to-Know, etc.

For further information please contact the offices of Career Services and Industry Partnerships:

Phyllis Molta 617-588-1347 pmolta@bfit.edu
Jack Harari 617-588-1379 jharari@bfit.edu
Emily LeFevre 617-588-1338 elefevre@bfit.edu



- Operates all tools and equipment in a safe manner.
- Reports any safety issues immediately to management.

Job Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a relatively clean driving record-meaning no more than 3 violations/accidents within the last 3 years and they must be able to pass a background and drug test.
- Applicants must be 21+

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Manufacturer Training and Valid Driver's License

For further information or to apply, please email resume to Marcus Kingbury, Service Manager, at marcus.Kingbury@bernardiautogroup.com or call 781—416-1270. Apply online at <http://www.bernardiautogroup.com/> select Volvo of Wellesley store.

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Major: Automotive Technology

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