



## Job Title: Mechanic

**Location:** Allston, MA

**Organization:** National Tire & Battery

### General Summary:

The role of the mechanic is to inspect, diagnose, prepare, estimate, repair, and install mechanical services including brakes, driveline suspension systems, wheel alignments, and oil changes. All services are completed in compliance with Tire Kingdom's policies, procedures and "Quality Standards". The mechanic calibrates and maintains mechanical equipment. In conjunction with other retail employees, he/she helps to clean and maintain all areas of the retail store and its perimeter. He/she drives customers' vehicles in and out of the shop area and performs road tests. A mechanic installs, balances, and repairs tires as needed during peak periods and is responsible for consistently displaying the highest quality of work and customer service.

### Primary Responsibilities:

In addition to the basic and advanced responsibilities of a tire technician, a mechanic:

- Meets or exceeds Tire Kingdom's performance standards for quality and speed of service to our customers
- Installs and repairs brakes, steering and suspension systems, transmissions and drive axles, tune-ups, diagnostics, vehicle preventative maintenance, etc.
- Conducts vehicle inspections for mechanical services. Detects and notes any conditions that would affect the safe operation of the vehicle and brings them to the attention of the service manager or store manager
- Routinely inspects, maintains, and makes necessary repairs and/or adjustments to machinery necessary for an efficient and safe work environment
- Performs ride complaint diagnostics
- Assumes a high level of responsibility for meeting all OSHA requirements
- Assists in the installing, balancing, and repairing of tires as needed
- Performs a road test to ensure that the work has been completed properly
- Follows all safety practices as outlined in policy and procedures

### Education & Experience

- High School Diploma preferred
- Minimum age requirement of eighteen years
- Has strong customer service skills and a high level of professional integrity

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

**Phyllis Molta** 617-588-1347 [pmolta@bfit.edu](mailto:pmolta@bfit.edu)

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- Possesses a valid in-state motor vehicle license
- Has the ability to read and write
- Has the ability to work a flexible retail schedule including weekends
- Has a complete knowledge of and experience in, the diagnostics and repair of brakes, steering and suspension systems, transmissions and drive axles
- A.S.E. certification in brakes, steering and suspension systems, manual transmissions, and drive axles at time of hire is strongly preferred. Has the ability to earn and/or maintain certifications after hire is required
- Has experience in the use of all equipment, gauges, and tools normally associated with diagnosis installation and repair of mechanical services
- Has the ability to operate the machinery and high powered tools related to the job
- Has experience in installation, balancing, and repair of tires
- Possesses a complete set of mechanical hand tools, including metric sizes

Please note: All applicants for the position of mechanic will also be provided with the job description for tire tech.

#### Physical Requirements

The physical demands described here are representative of those that must be met by an Associate to successfully perform the essential functions of this job. While performing the duties of this job, the Associate is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear. The Associate must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The Associate is exposed to outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation as determined on a case by case basis. The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all duties required of personnel so classified. TBC has the exclusive right to alter this job description at any time without notice.

Please email your resume to Jovani LeJeune, Store Manager at [M560@tirekingdom.com](mailto:M560@tirekingdom.com)

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Major: Automotive

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