



# ACE AUTO PORT



<b>Job Title:</b>	<b>ASE Certified Automotive Technician</b>	<b>Job Category:</b>	ACAT 1		
<b>Department/Group:</b>	Auto Repair - Mechanics	<b>Job Code/Req#:</b>	ACAT 1		
<b>Location:</b>	Yigo	<b>Travel Required:</b>			
<b>Level/Salary Range:</b>		<b>Position Type:</b>	[i.e.: full-time, part-time, job share, contract, intern]		
<b>HR Contact:</b>	Diane T. Canovas 646-4742	<b>Date posted:</b>			
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>			
<b>External posting URL:</b>	Yes				
<b>Internal posting URL:</b>	Yes				
<b>Applications Accepted By:</b>					
<b>Fax or E-mail:</b> (671) 649-0447 or dcanovas@totalchemical.com Subject Line: <b>Attention:</b> [Recruiting or HR Department RE: Job Code/Req# and Title]		<b>Mail:</b> Diane T. Canovas HR, Ace Auto Port P O Box 20370 GMF Barrigada, Guam 96921			
<p><b>Ace Auto Port</b> has a mission we take <b>SERIOUSLY</b>: We inspire clients to extend the life of their cars.</p> <ul style="list-style-type: none"> <li>- We eat, drink and breathe the mantra, <b>"Long Live Your Car"</b>. We wake up with the understanding that cars are expensive to buy, expensive to operate and expensive to put in landfills. Our mission is to help each valued client get the most of every dollar they spend on their car, increasing performance, reliability and gas mileage while making the world a better place to live.</li> <li>- Position is a retail sales job at an auto repair facility. You must be able to stand, walk, jog, use hands and fingers, reach with arms, work in awkward positions, transfer oneself from one work level to another and move materials from one height to another. Occasionally, you will need to sit, climb or balance, stoop, kneel, crouch and crawl, all while being able to regularly communicate.</li> </ul>					
<b>JOB DESCRIPTION - ROLE AND RESPONSIBILITIES</b>					
<b>Minimum Qualifications</b> <ul style="list-style-type: none"> <li>- Must be at least 18 years of age</li> <li>- High School Diploma or GED required</li> <li>- Valid ASE certification required, OR Minimum two years of automotive technical training at an accredited technical or trade school required, OR a minimum of three years of technical experience in an automotive repair shop servicing current model vehicles required.</li> <li>- Must have experience using repair shop testing and service equipment</li> <li>- Must be able to understand, read, write and speak English</li> <li>- Understand various automobile makes warranty procedures is a plus</li> <li>- Police and Court Clearance</li> <li>- Must have a clean DMV Report</li> <li>- Pass all required drug tests</li> <li>- Pass all required Safety and Environmental standards</li> <li>- Pass all required OSHA Safety and HAZMAT training certifications</li> </ul>					

**Essential Qualifications:**

- Excellent Written and Verbal communications and Highly collaborative nature
- Impressive work ethics
- Ability to perform math calculations
- Basic Computer Skills, able to look-up and identify inventory status, familiar with Mitchells On Demand5 System software. . Utilize software to obtain parts and labor requirements for repairs
- - Demonstrated ability/desire to perform in high pressure, fast paced situations
- Adhere to Safety and Environmental Standards for maintenance/repair facilities.
- Adhere to OSHA and HazMat certification as required by Local and Federal regulatory agencies.
- Reliable transportation.
- 

**Below is a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position.**

- Ensure that all repairs and preventive maintenance are completed according to the manufacturer's specifications and guidelines.
- Provide safe and reliable vehicles upon completion of repairs and preventive maintenance.
- Types of repairs will include
  - Brakes, onboard computer diagnostic and drivability, suspension and tires, alignment oil change, tune-ups and inspection.
- Perform In-Fleet servicing on new cars according to company procedures as required.
- Performs vehicle servicing/repairing to maintain company standards
- Maintain work area in a safe and clean condition.
- Closes Service Order with Service Writer to ensure accuracy and completeness.
- Advise Service Writer on any anticipated problems or delays in the service/repair of a customer vehicle so that customer is informed promptly of it's progress.
- Assists Shop Manager with inventory control and parts ordering
- Perform related duties as required.

**Other Job Functions**

- Lead or train other, less qualified, technicians in maintenance/repair activity when required or for the purpose of gaining experience for future ASE certifications.
- Performs other duties as assigned.

**Qualifications and Education Requirements**

- High School Diploma or GED required
- Police and Court Clearance
- Minimum 2-3 years as an Automotive Mechanic experience with various automobile makes and models – ASE Certified

**Preferred Skills**

Valid ASE Certification, Basic computer skills, Experience in the automotive service industry, previous service writer experience. Ability to use basic common sense in problem solving, Personable, willingness to learn, potential for Leadership skills.