SOPs

Auto Mechanic

An Automotive Mechanic is responsible for the repair and preventive maintenance of automotive equipment. He/she can work on brakes, engines, steering, and electrical systems. An understanding of engines is essential, and prior automotive experience can be beneficial. A certification from any reputed institution is desirable for this position.

Duties of Auto Mechanics:

- Performing Emissions Inspections
- Diagnostic Testing of Vehicles
- Replacement of Worn Components

Auto Mechanics Job Title:

- Automotive Technician
- Lead Automotive Technician
- Automotive Technician (Dealership)
- Automotive Technician (Part-Time)
- Mechanic



Auto Mechanic

Auto Mechanics Responsibilities:

- Perform routine tasks related to automotive maintenance, such as oil changes, tire rotations, transmission flushes, air conditioner re-charges, front-end alignments, battery installations and headlight/taillight installations
- Stay updated with current industry best practices in automotive repair and improve working knowledge
- Examine extensively to diagnose the actual source of problems in the vehicle and provide accurate repair recommendations
- Inspect vehicles keeping in mind the state's requirements for emissions and safety
- Conduct necessary repairs keeping in mind any faults in the near future
- Take vehicles for test drives to check the sound, speed, and smoothness
- Maintain legible and accurate documentation for both the customer and your your records
- Clean and maintain the work environment to ensure equipment longevity and workplace safety







