

## **Job Title: Lubrication Specialist**

**Department: Alton Dodge Service Department**

**Reports To: Service Manager**

*The Dave Mungenast Automotive Family seeks to employ the highest quality talent. As the most reputable name in the automotive business, we maintain a high standard of employee satisfaction and loyalty. We want to see every member of our family achieve success in all areas of his or her life. We do this by hiring the best candidates, cultivating their talent, and promoting from within. Many of our employees began their career at the entry level.*

*Cultivate your talent with the Dave Mungenast Automotive Family. Contact Human Resources by e-mail at [careers@davemungenast.com](mailto:careers@davemungenast.com).*

### **SUMMARY**

Lubricates the moving parts of vehicles.

### **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 records on regular customers, following up periodically with telephone, mail, or personal reminders.
- Drains oil from crankcase and refills with required amount of oil.
- Replaces oil and air filters.
- Inspects vehicle fluid levels, replaces or replenishes as necessary.
- Checks tire pressure and adds air if needed.
- Lubricates moving parts with specified lubricants.
- Communicates with parts department to obtain needed parts.
- Reports machinery defects or malfunctions to supervisor.
- Documents all work performed on the repair order.
- Participates in manufacturer-sponsored training programs as assigned by service manager.
- Keeps abreast of manufacturer technical bulletins.
- 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.
- Operates all tools and equipment in a safe manner.

- Reports any safety issues immediately to management.

### ***MARGINAL DUTIES***

Other duties may be assigned.

### ***QUALIFICATIONS***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***DRESS CODE***

During business hours or when representing Dave Mungenast Automotive Family, you are expected to present a clean, neat, and professional appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Canvas or athletic type shoes are not appropriate professional attire.
- Tank tops, tube or halter tops, cleavage or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, ear rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.