Brake Technician

Employee Position Description

**POSITION SUMMARY:**

Lead Brake Technician and Cross-Over Brake Technician

Lubricar Inc. dba Jiffy Lube is in the customer service industry and having a “positive attitude” at the service center is essential. Attitude is a state of mind or feeling and is displayed or translated by actions. A “positive attitude” represents the people skills required at Lubricar Inc.

Individuals with “positive attitudes” are:

**Friendly Courteous Enthusiastic Positive Helpful Concerned Sincere**

**ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following:**

Greet Customers

Operate point-of-sale computer system

Clean facilities, tools and equipment

Stock shelves

Drive vehicles with automatic and manual transmissions

Properly operate lifting equipment, i.e. jacks, jack stands and hoist.   
Responsible for performing complete disc or drum brake service including, but not limited to, hydraulic repair/replacement, attaching hardware (removal/replacement), front-end/suspension, light drive train repair, wheel bearing service, Anti-lock brake/electrical and wheel/tire R&R. All brake service performed must be in accordance with the Uniform Inspection and Communication standards.   
Responsible for proper brake lathe operation and maintenance.

Responsible for attending training as needed and required.   
Keep abreast of current developments in the field of automotive brake repair, including but not limited to discovering new information and technology for both current and future problem-solving in vehicle diagnosis.   
Responsible for maintaining appropriate skill level with traditional or advanced hand tools.

Performs light to heavy cleaning of the entire center location

Repair, overhaul, or adjust automobile brake systems.

Examine vehicles, compile estimates of repair costs, and secure customers' approval to perform repairs.

Repair or replace defective ball joint suspensions, brake shoes, or wheel bearings.

**PREREQUISITES**:

# Valid drivers license

Able to read and write

Able to move quickly up and down stairs (8.5 foot vertical decline, approximately 14 stair steps)

Able to lift minimum 100 pounds to chest level

Able to raise arms above head

Able stand on feet for 10-hour shifts

Able to bend back at hips in order to perform repairs/maintenance

Able to do deep knee bends (squat) to inflate tires and lift/rotate tires

Able to work around moving objects such as vehicles and engines

Able to communicate well with other employees using command system, as well as interact with customer in a noisy environment

Must have A5 ASE brake certification

This position description in no way states or implies that these are the only duties/functions to be performed by the employee. Employees will be required to follow any other job-related instructions and to perform any other job-related functions requested by their supervisor.

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Print Name Signature

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Date