



Ruozi Brothers Collection

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Vehicle Restoration Assistant – Job Description

Perform restoration, maintenance and repair work on vintage, classic and special automobiles, as well as assist others in the Restoration Center on a wide variety of tasks. Passion for automobiles, **work with excellence unconditionally**, patience, an incredible desire to learn and teamwork are essential characteristics of the ideal candidate.

Main Job Tasks and Responsibilities:

- Perform intermediate skilled work restoring, maintaining and repairing cars;
- Perform repairs and maintenance of small engines and various other equipment;
- Repair electrical controls and motors;
- Inspect suspension and exhaust systems and make repairs;
- Assist in the overhaul and replacement of major drive chain components such as engines, transmissions, etc.;
- Assist in ordering and obtaining necessary parts and supplies;
- Complete preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters;
- Maintain vehicle functional condition by listening to supervisors' instructions-conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage;
- Maintain vehicle appearance by cleaning, washing, and detailing;
- Maintain vehicle records by recording service and repairs;
- Update job knowledge by participating in educational opportunities; reading technical publications;
- Accomplish maintenance and organization mission by completing related results as needed;
- Assist with loading and unloading of warehouse supply trucks;
- Tow vehicles;
- Help other crews as needed;
- Perform other duties and responsibilities as assigned by supervisor.



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Education and Experience:

- High School or equivalency. Degree in automotive preferable;
- One-year experience in automotive repair and maintenance.

Key Competencies:

- Execute tasks with excellence;
- Communication skills - written and verbal;
- Planning and organizing;
- Prioritizing;
- Problem assessment and problem solving;
- Information gathering and information monitoring;
- Attention to detail and accuracy;
- Flexibility;
- Adaptability;
- Customer service orientation;
- Use communication by means of spoken word to express or exchange ideas;
- Visual acuity required for depth perception and color perception;
- Visual acuity required for perception of small defects and/or small parts;
- Teamwork.

Must be able to:

- Assemble or fabricate parts at or within arm's length;
- Operate machines, motor vehicles, hand tools, and job specific equipment and tools;
- Determine the accuracy and thoroughness of work.

Clearances

- Criminal justice / background clearance;
- Pre-employment drug test;
- MVR (Motor Vehicle Record) clearance.