1. Maintained fleet vehicles in good working order by following preventive and corrective maintenance schedules according to OEM.
2. Retained accurate records of purchases, titles and sales.
3. Broke down complex mechanical information into simpler parts for individuals with little or no understanding of system operations.
4. Repaired brake, exhaust, electrical and other systems for domestic automotive brands.
5. Inspected vehicles and utilized market and industry expertise to execute strategic automotive purchases for dealers, private clients and volume resellers.
6. Serviced air conditioning systems, changed and topped off fluids and completed maintenance inspections.
7. Worked on [Type], [Type] and [Type] vehicles to repair engines, transmissions and electrical systems.
8. Inspected damaged vehicles to estimate repair labor cost and required parts expense.
9. Delegated and supervised vehicle bodywork to body team for restoration and remediation.
10. Maintained awareness of vehicle market trends to assess customer demands and budgets.
11. Supervised and mentored [Number] team members and facilitated daily service operations to drive business growth.
12. Communicated issues to supervisor and helped develop solutions.
13. Explained estimates and determined repair timelines to manage customer expectations.
14. Implemented tracking systems to monitor parts inventory and transactions to reduce discrepancies.
15. Cultivated rapport with transportation industry professionals to streamline buying processes.
16. Trained and coached junior employees on procedures for completing various types of repairs and maintenance on cars and light trucks.
17. Diagnosed malfunctions and developed effective resolutions with minimal oversight.
18. Wrote work orders and updated accounts in workshop computer.
19. Attended safety meetings and implemented policies with junior team members.
20. Changed, rotated and balanced tires.