1. Maintained spare parts inventory and ordered more parts to sustain spare parts stock.
2. Used wrenches and hoists to remove units such as engines and transmissions.
3. Raised vehicle on hydraulic jack or hoist to gain access to mechanical units bolted to underside of vehicle.
4. Advised customers on general vehicle condition, work performed and suggested future repairs.
5. Dismantled faulty assemblies to repair or replace worn or damaged parts.
6. Supervised and mentored [Number] team members and facilitated daily service operations to drive business growth.
7. Delegated and supervised vehicle bodywork to body team for restoration and remediation.
8. Assisted in rebuilding, replacing and repairing vehicle parts such as engines, brakes, transmission lines and electrical assemblies.
9. Explained estimates and determined repair timelines to manage customer expectations.
10. Communicated issues to supervisor and helped develop solutions.
11. Maintained awareness of vehicle market trends to assess customer demands and budgets.
12. Serviced air conditioning systems, changed and topped off fluids and completed maintenance inspections.
13. Inspected vehicles and utilized market and industry expertise to execute strategic automotive purchases for dealers, private clients and volume resellers.
14. Cultivated rapport with transportation industry professionals to streamline buying processes.
15. Repaired brake, exhaust, electrical and other systems for domestic automotive brands.
16. Implemented tracking systems to monitor parts inventory and transactions to reduce discrepancies.
17. Inspected damaged vehicles to estimate repair labor cost and required parts expense.
18. Maintained fleet vehicles in good working order by following preventive and corrective maintenance schedules according to OEM.
19. Broke down complex mechanical information into simpler parts for individuals with little or no understanding of system operations.
20. Retained accurate records of purchases, titles and sales.