1. Installed new systems and components in vehicles.
2. Discussed repairs with customers and advocated for vehicle safety.
3. Inspected all vehicle systems to assess function and uncover defects.
4. Ordered parts necessary for vehicle repairs and new installations.
5. Documented findings and all actions taken.
6. Disassembled and repaired diesel engines in automobiles, trucks, buses and construction vehicles.
7. Troubleshot and diagnosed problems with brakes, steering and transmissions.
8. Performed preventative maintenance on engines, transmissions, tires and other vehicle systems.
9. Used specialty equipment, standard tools, and gauges to complete assessments and repairs.
10. Completed checklist of fluid levels, air filter, tire pressure and more as part of service orders.
11. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
12. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
13. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
14. Identified issues, analyzed information and provided solutions to problems.
15. Offered friendly and efficient service to all customers, handled challenging situations with ease.
16. Conducted research, gathered information from multiple sources and presented results.
17. Created plans and communicated deadlines to ensure projects were completed on time.
18. Saved $[amount] by implementing cost-saving initiatives that addressed long-standing problems.
19. Used coordination and planning skills to achieve results according to schedule.
20. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.