1. Performed preventative maintenance on engines, transmissions, tires and other vehicle systems.
2. Ordered parts necessary for vehicle repairs and new installations.
3. Inspected all vehicle systems to assess function and uncover defects.
4. Documented findings and all actions taken.
5. Discussed repairs with customers and advocated for vehicle safety.
6. Completed checklist of fluid levels, air filter, tire pressure and more as part of service orders.
7. Installed new systems and components in vehicles.
8. Used specialty equipment, standard tools, and gauges to complete assessments and repairs.
9. Troubleshot and diagnosed problems with brakes, steering and transmissions.
10. Disassembled and repaired diesel engines in automobiles, trucks, buses and construction vehicles.
11. Handled [number] calls per [timeframe] to address customer inquiries and concerns.
12. Drove operational improvements which resulted in savings and improved profit margins.
13. Eliminated downtime and maximized revenue by providing top project quality control.
14. Adhered to social distancing protocols and wore mask or face shield at all times.
15. Served customers in a friendly, efficient manner following outlined steps of service.
16. Successfully maintain clean, valid driver's license and access to reliable transportation.
17. Received and processed stock into inventory management system.
18. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
19. Created plans and communicated deadlines to ensure projects were completed on time.
20. Monitored all company inventory to ensure stock levels and databases were updated.