



Parts/Detail Technician

Department: Parts/Service

Purpose:

This role is a split, entry level position between the Parts and Service Departments. The main objective of this position is to assist in the Parts Department as well as washing & detailing of new and used equipment along with some yard maintenance duties.

Responsibilities:

- Assists with preparing and maintaining merchandise store displays
- Verifies receipting of incoming and outgoing shipments and assists with placing
- Follows company process and procedure with shipping and receiving of all goods and services
- Assists in keeping parts department clean and orderly
- Contact customers in a timely manner to notify them their special order is ready for pickup
- Pick and load customer and Service Department orders.
- Assist with Parts & Service Counter Sales as required
- Follows up on shortages and expedites issues by reporting to the manager
- Assists in maintaining all departmental tools, equipment, and vehicles are in good working order
- Operate a forklift to move parts inventory as necessary
- Assist with ongoing physical inventory verification
- Attend and participate in in-house or external training programs and/or Department meetings as requested by Management.
- Follows all safety rules and regulations in performing work assignments

Other duties assigned by Management or directly related to customer service:

- Wash and detail all types of equipment as required
- Maintain general housekeeping within Wash Bay and shop including sweeping floors, emptying garbage, etc.
- Provide general assistance to all departments as requested by manager

Experience, Education, Skills and Knowledge:

- Farming background is preferred
- Proficient oral and written communication skills
- Valid driver's license is required