

Brandy Brow Auto Parts, Inc.
Plaistow NH 03865

Job Title - Garage Maintenance

Job Brief

The position of garage maintenance includes a variety of small jobs and overall housekeeping in the dismantling and parts handling areas.

Supervision

The garage maintenance personnel reports directly to the garage supervisor. The position reports secondarily to the GM.

Responsibilities

Essential and other important responsibilities and duties may include but are not limited to the following:

Used Batteries. Used batteries must be charged, tested and recycled or cleaned for resale. A new batch of batteries will be set up first thing in the morning and as the last duty at the end of the day.

Catalytic Converters. Catalytic converters need to have any O2 sensors removed and then sprayed with paint for identification purposes. They are then placed in the bin for recycling.

Tires. Tires are dismantled from wheels and inspected for resale or recycle. Alum and steel wheels are recycled or inventoried for sale. Tires for inside sale are put on the sales rack and labeled. Tires for outside sale are stacked neatly outside on platform.

Parts. Small parts are brought up to the warehouse for storage. Transmissions and engines are put into location in quonset huts.

Wire. Scrap wire and harness is separated into boxes based on copper content. Ends and boxes are removed.

Radiators. Radiators are cleaned for recycling. Cleaned aluminum radiators are baled. Copper/brass rads are stacked. Tanks are separated for recycling. Plastic is disposed of.

Housekeeping. The garage should be kept tidy at all times. This includes disposing of trash into the dumpster, sweeping, moving scrap and cores into proper areas and disposing of non essential items.

Performs related duties and responsibilities as required.

The above jobs should be performed every day.

Requirements

1. Automotive parts knowledge and experience
2. Ability to work in a team environment and manage time effectively
3. Excellent verbal skills as well as strong listening skills
4. Able to lift 50 lbs alone
5. Work boots
6. Ability to work with Windows based computer inventory system