

Jiffy Lube Job Description

Position: Lube Technician

Reports to store Manager and/or Assistant Manager

Position Summary:

Performs service and installation activities with store products and services in an accurate and timely manner.

Essential Functions:

1. Drive vehicles with automatic and manual transmissions.
2. Drain oil and replace oil filter.
3. Lubricate vehicles.
4. Clean windows.
5. Inflate tires.
6. Vacuum vehicles.
7. Check and fill various fluids.
8. Check and replace various filters.
9. Write work orders.
10. Explain services and products to customers.
11. Look up information for various applications.
12. Operates point of sale hardware and software.

Marginal Functions:

1. Answer telephones.
2. Stock shelves.
3. Clean facilities, tools and equipment.
4. Greet customers.
5. Ring out customers.

Prerequisites:

1. Ability to reach and work in awkward postures.
2. Able to transport oneself from one work level to another.
3. Able to move materials from one height to another.
4. Able to read and write English.
5. Good verbal communication skills.

This description in no way states or implies that these are the only duties/functions to be performed by the incumbent. Employees will be required to follow any other job-related instructions and to perform any other job-related duties/functions requested by their supervisor.