**job description**

**DETAILer**

Department: Administration

Reports to: General Manager

Date Approved: 11/2017

Date Revised:

**Position Summary**

The position of Detailer is responsible for overseeing the dealership detail department. The primary goal is to ensure the services meet the standard of quality to achieve customer satisfaction.

**PRIMARY DUTIES AND RESPONSIBILITIES**

* Cleans and refurbishes used automobiles performing a combination of duties
* Applies wax to auto body, and wipes or buffs surfaces to protect surfaces and preserve shine, using cloth or buffing machine.
* Vacuums interiors of vehicles to remove loose dirt and debris, using vacuum cleaner.
* Cleans upholstery, rugs, and other surfaces, using cleaning agents, applicators, and cleaning devices.
* Applies revitalizers and preservatives to vinyl or leather surfaces, and treats fabrics with spot and stain resistant chemicals to preserve and protect interior components.
* Cleans engine and engine compartment with steam cleaning equipment and various cleaning agents to remove grease and grime.
* Applies special purpose cleaners to remove foreign materials which do not respond to normal cleaning procedures, utilizing experience and following recommendations of product manufacturer.
* Paints engine components and related parts, using spray gun or aerosol can and masking material.
* Applies paint to chipped body surfaces of vehicle, using container of touchup paint.
* Applies dyes and reconditioning chemical to vinyl tops of vehicle to restore color and condition.

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

* High School Diploma or Equivalent
* Minimum of 2 years detail experience
* Prior detail experience preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

* Ability to understand formulas for mixing cleaning solutions, paints or other chemicals
* Ability to operate various cleaning equipment
* Ability to efficiently operate hand or power tools
* Strong interpersonal and communication skills
* Ability to analyze data, exercise good judgment and make decisions
* Strong organizational skills with the ability to think strategically and manage multiple priorities
* Computer proficiency and skilled in use of MS Office
* Ability to operate a variety of office equipment including computer and printer, photocopier, fax machine and calculator.
* Valid driver’s license and satisfactory driving record

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between MTH and the employee and is subject to change by MTH as the needs of MTH and requirements of the job change.

MTH is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. MTH will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with MTH.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**In an average hour work day, this job requires:** (Check full capacity for each activity).

|  |  |
| --- | --- |
|  | (number of hours) |
| Sit | [ ]  1 | [x]  2 | [ ]  3 | [ ]  4 | [ ]  5 | [ ]  6 | [ ]  7 | [ ]  8 |
| Stand | [ ]  1 | [ ]  2 | [x]  3 | [ ]  4 | [ ]  5 | [ ]  6 | [ ]  7 | [ ]  8 |
| Walk | [ ]  1 | [ ]  2 | [x]  3 | [ ]  4 | [ ]  5 | [ ]  6 | [ ]  7 | [ ]  8 |

**On the job you:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all(0%) | Occasionally(1-33%) | Frequently(34-66%) | Continuously(67-100%) |
| Bend/Stoop/Squat | [ ]  | [ ]  | [ ]  | [x]  |
| Climb Heights/Ladder | [ ]  | [ ]  | [ ]  | [x]  |
| Reach above shoulder level | [ ]  | [ ]  | [ ]  | [x]  |
| Kneel/Crouch/Crawl | [ ]  | [ ]  | [ ]  | [x]  |
| Balance | [ ]  | [ ]  | [ ]  | [x]  |
| Push/Pull/Twist | [ ]  | [ ]  | [ ]  | [x]  |

**On the job you carry:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all(0%) | Occasionally(1-33%) | Frequently(34-66%) | Continuously(67-100%) |
| Up to 10 lbs | [ ]  | [ ]  | [ ]  | [x]  |
| 11-24 lbs. | [ ]  | [ ]  | [ ]  | [x]  |
| 25-34 lbs. | [ ]  | [ ]  | [ ]  | [x]  |
| 35-50 lbs. | [ ]  | [ ]  | [x]  | [ ]  |
| Over 50 lbs | [ ]  | [ ]  | [x]  | [ ]  |

**On the job you lift:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all(0%) | Occasionally(1-33%) | Frequently(34-66%) | Continuously(67-100%) |
| Up to 10 lbs | [ ]  | [ ]  | [ ]  | [x]  |
| 11-24 lbs. | [ ]  | [x]  | [ ]  | [x]  |
| 25-34 lbs. | [ ]  | [ ]  | [x]  | [ ]  |
| 35-50 lbs. | [ ]  | [ ]  | [x]  | [ ]  |
| Over 50 lbs | [ ]  | [ ]  | [x]  | [ ]  |

**This job requires:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Working on unprotected heights | [x]  | [ ]  |       |
| Being around moving equipment | [x]  | [ ]  |       |
| Exposure to marked changes in temperature or humidity | [x]  | [ ]  |       |
| Driving automotive equipment | [x]  | [ ]  |       |
| Exposure to dust, fumes and gases | [x]  | [ ]  |       |
| Working in restricted spaces | [x]  | [ ]  |       |
| Exposure to elevated noise levels for extended periods of time | [x]  | [ ]  |       |
| Moving materials  | [x]  | [ ]  |       |
| Exposure to cleaning chemicals | [x]  | [ ]  |       |
| Operation of equipment and/or machinery | [x]  | [ ]  |       |
| Use of hands for repetitive action  | [x]  | [ ]  | Extensive computer keyboard use |

**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Detailer at MTH. If employed, I certify that I can and will perform the primary duties and responsibilities of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

**Acknowledgement of Review**

I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MTH Supervisor Signature Date