



## **Ouachita Hills Ministries, Inc.**

*A Seventh-day Adventist Supporting Institution*

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| <b>Job Title:</b>                   | Auto Repair Technician   |
| <b>Department:</b>                  | Maintenance Department   |
| <b>Position Status:</b>             | Full Time  |
| <b>Available:</b>                   | Upon selection of qualified candidate  |
| <b>Job Summary:</b>                 | <p>Auto repair technician is responsible for the inspection, maintenance, and repair of various types of vehicles for the organization.</p> <p>Will perform other school operational duties as announced in the school monthly calendar.</p>   |
| <b>Duties and Responsibilities:</b> | <ul style="list-style-type: none"><li>• Examines vehicles routinely and determines the extent of damage or malfunctions of reported vehicles</li><li>• Talks with students or staff to obtain descriptions of vehicle problems</li><li>• Test drives vehicles, and tests components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices</li><li>• Plans work procedures, using charts, technical manuals, and experience</li><li>• Repairs, replaces, and adjusts brakes</li><li>• Follows checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas. Perform check periodically to all vehicles and to every vehicle that is reported as malfunctioning.</li><li>• Performs routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.</li><li>• Tests and adjusts repaired systems to meet manufacturers' performance specifications.</li><li>• Disassembles units and inspects parts for wear, using</li></ul> |

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| <p><b>Desirable Qualifications:</b></p> <p><b>Posted</b></p> <p><b>Application Procedure</b></p> | <p>micrometers, calipers, and gauges.</p> <ul style="list-style-type: none"> <li>• Overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps.</li> <li>• Repairs and services air conditioning, heating, engine-cooling, and electrical systems.</li> <li>• Repairs or replaces parts such as pistons, rods, gears, valves, and bearings.</li> <li>• Tears down, repairs, and rebuilds faulty assemblies such as power systems, steering systems, and linkages.</li> <li>• Rewires ignition systems, lights, and instrument panels.</li> <li>• Repairs radiator leaks.</li> <li>• Installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.</li> <li>• Repairs manual and automatic transmissions.</li> <li>• Repairs or replaces shock absorbers.</li> <li>• Aligns vehicle front ends.</li> <li>• Rebuilds parts such as crankshafts and cylinder blocks.</li> <li>• Repairs damaged automobile bodies.</li> <li>• Replaces and adjusts headlights.</li> </ul> <p>Prior auto maintenance experience is required. The applicant should be skillful at producing and interpreting work orders, component diagnostics and troubleshooting, and preventative and corrective maintenance.</p> <p>February 16, 2016</p> <p>Interested individuals must submit an official application to:<br/> Magda Rodriguez, President<br/> Ouachita Hills College<br/> 46 Madison Way<br/> Amity, AR, 71921</p> <p>Telephone: 870.342-6210 x223<br/> Email: info@ohc.org</p> <p>You may also apply using our online staff application.</p> |
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