



Job Title:	Automatic Transmission disassembly technician – Entry Level	Job Category:	Non-exempt
Department/Group:	Shop	Job Code/ Req#:	
Location:	Anaheim, CA	Travel Required:	No
Level/Salary Range:		Position Type:	Full-time
HR Contact:	Melanie V. Remillard	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	

Applications Accepted By:	
E-mail: mremillard@dartcotransmission.com Attention: HR Department RE: Automatic Transmission Disassembly Technician	Mail: Human Resources Dartco Transmission Sales & Service, Inc. 4390 Long Road Columbus, IN 47201

Job Description

Role and Responsibilities

- Disassemble Allison automatic transmission cores.
- Inspect AT components to determine what parts that are able to be re-used.
- Polish, clean and prepare parts for resale.
- Work with management and sales team to organize work flow to ensure the customer is priority one.
- Maintain a tidy well organized work area.
- Ensure that disassembly process promotes safety and is in accordance with OSHA and other appropriate standards.
- Utilize and maintain required personal protective equipment as required for position and individual tasks. Examples include: safety shoes, safety glasses, gloves, etc.
- Operate a forklift and other company vehicles observing applicable laws and licensing requirements.
- May be needed to deliver or pick up parts from in-state customers

Qualifications and equipment needed

- A valid drivers' license is required.
- 1-3 years prior heavy equipment transmission repair and overhaul training/experience
- 1-3 years prior experience with heavy duty Allison automatic transmissions
- All technicians must have their own tools

Preferred Skills

- Must have the ability to operate a fork lift
- Must be a strong team player with a personal commitment toward the business and its customers.
- Job requires tedious detail oriented work with a keen eye for number perception.
- Must be able to handle stress caused in meeting deadlines and have the ability to shift priorities easily.

In order to meet customer service requirements, associates may be temporarily assigned to other functions.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Melanie V. Remillard	Date/Time:	05/01/2017