



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

**Applications Accepted By:**

<b>E-mail:</b> <a href="mailto:mremillard@dartcotransmission.com">mremillard@dartcotransmission.com</a> Attention: HR Department RE: Automatic Transmission Disassembly Technician	<b>Mail:</b> Human Resources Dartco Transmission Sales & Service, Inc. 4390 Long Road Columbus, IN 47201
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**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

**Preferred Skills**

- Must have the ability to operate a fork lift
- Accredited Auto Technology education with a heavy equipment or automotive focus
- 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.\***

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