



**Job Title: Automotive Technician**

**Organization Overview**

Working Wheels provides affordable, reliable transportation to local families in need. We do this through two programs: the Vehicle Purchase Program and the Vehicle Repair Program. For the Purchase Program, we repair and refurbish donated cars and sell them for an affordable price to working families. For the Repair Program, we offer deeply discounted vehicle repairs for people who cannot afford to repair a vehicle they already own. We offer these programs because we know that a dependable car opens the doors to education, employment, access to healthcare, and an improved quality of life.

To choose the program participants, we partner with local organizations focused on a range of important issues, including housing, education, employment, domestic violence, financial empowerment, substance abuse recovery, re-entry from incarceration, and healthcare. For individuals struggling with any of these issues, the lack of dependable transportation is often a primary barrier to overcoming them. Working Wheels focuses squarely on removing this barrier, one car and one family at a time.

The role of the Working Wheels shop is to assess and repair vehicles - both donated vehicles and those that come to us through the Repair Program. Unlike a traditional shop, we do not have a profit motive, but rather seek to keep the vehicles going for as long as possible for as reasonable a cost as possible.

**Position Overview**

Working Wheels seeks an experienced Automotive Technician. We are looking for someone with excellent diagnostic skills who is detail-oriented, a good communicator, and passionate about serving our program participants and their families.

**Duties include the following:**

- Conduct comprehensive, multipoint inspection of vehicles
- Use Fleetio software to enter photos and results from vehicle inspections into the database
- Diagnose and repair vehicles
- Other duties as assigned

**Status:** 25 to 35 hours per week

**Salary and Benefits:** \$22.50 per hour + \$350 monthly medical stipend, 10 days paid time off year 1, 15 days year 2, 20 days year 3, and 25 days year 4. The job pays by the hour rather than the flat rate.

**Responsible to:** Car Flow Manager

**Education:** ASE Certification preferred

**Experience:** 5 years of diagnostic and repair experience preferred  
Experience with Toyotas, Hondas, and Subarus a plus

**Personal:** Must prioritize safety and attention to detail;  
Commitment to the mission of Working Wheels;  
Commitment to equity;  
Commitment to organization's goals regarding quality, productivity and customer service;  
Ability to manage multiple tasks and respond appropriately to changing situations;  
Ability to work independently and as a team member;  
Ability to navigate the Fleetio software on an iPad and computer;  
A safe driving record and valid NC Driver's License.

**Vision, Hearing, and Speaking:** Ability to communicate with staff via email, Zoom, telephone, and in person.

**Agility and Dexterity:** Ability to inspect, repair, and operate vehicles; may be required to stand for long periods of time.

**Mental:** Ability to read, comprehend, and analyze information.

**To Apply:** Apply and submit resume online at <https://bit.ly/WWAutoTech>;  
No phone inquiries, please.

**Intended Timeline (subject to change):**

- August 1: Begin reviewing applications
- August 8 - 12: Interviews
- August 17: Final candidate selected and offered position
- September 1: Start date

*Working Wheels does not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, handicap or disability, sex or gender, sexual orientation, military or veteran status, or any other characteristic protected under federal, state, or local law.*