

# HELP WANTED ADS - MECHANICAL



When an employer needs to hire a worker for a job opening, the employer will write the job description to let job seekers know: 1) Description of the company. 2) Job title. 3) Job duties. 4) Education, skills, and work experience needed (known as "qualifications"). Study the following to learn how to read online job openings descriptions.

**Description of AAA AUTO SHOP:** We are a successful and growing automotive repair shop and have immediate opening for full and part time: 1) Auto Mechanic Technician, and

2) Auto Mechanic Helper positions. We have an excellent reputation in the industry and the community. Our shop is one of the cleanest automotive shops in this area.

## Job Title: Auto Mechanic Technician

**Job Description & Qualifications:** \$22.00 - \$25.00/hour, depends on experience and skills. Must have a driver's license with clean record. 5+ years of experience required. Self-motivated person required. Must own some tools to bring to the jobs. Strong ability to diagnose (find) Check Engine Light problem and be familiar with engine diagnostic tools and software. Smog license is preferred. ASE (Automotive Service Excellence) Certification in at least one area is required; additional ASE Certifications are desirable. See ASE.com for certificate information.



## Job Title: Auto Mechanic Technician Helper

**Job Description & Qualifications:** \$12.00 - \$15/hour. One year work experience required in oil change, brakes, tire rotation and basic R&R (Repair/Replace). Part time or full time. High school diploma required. ASE (Automotive Service Excellence) Certification in at one ASE specialty area is required. See ASE.com for information.

**How to Apply:** Apply at Indeed.com website for Auto Shop Mechanic Technician or Auto Mechanic Technician Helper jobs. Complete the online application. Attach your resume. Write your cover letter in the space provided. Visit AAA Auto website to read about our history, services offered, and videos of our auto shop.

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**Description of RITZ PLUMBING:** At Ritz Plumbing our goal is to serve customers with trust and respect. We know that, as a customer, you have many options when it comes to your plumbing needs. There is a reason that Ritz Plumbing has been in business for over 80 years, because we treat our customers with respect. When we say we can get a technician to your front door or office within 60 minutes, we mean it. Whether you are





resident or business owner, Ritz Plumbing has got you covered. Our team will meet with you either at your home or business and fix the issue so that you can resume your life and business. In many cases, our technicians are able to fix the problem with no major repairs, but should you need additional work, rest assured that we will be with you every step of the way.

**Job Title: Plumber Technician Trainees**

**Job Description & Qualifications:** We are looking for workers who want to be trained as Plumber Technicians. Jobs are full time. Trainee MUST be on time. Trainee must be available to work 6 days per week. Trainee must: 1) Be organized. 2) Have good listening skills. 3) Have positive attitude. 4) Be team player. 5) Drug Free. 6) Clean and presentable to customers. 7) Clean driving record with no DUI.

**Pay** is \$18 per hour. **How to Apply:** Apply in person at Ritz Plumbing, 2233 Apple Way, Careerville, TX. You will be asked for: 1) Your resume showing education and work experience. 2) Three references. 3) Copy of drivers license. 4) Copy of high school diploma or equivalent. 5) Any Certificates earned.



**QUICK CHECK:**

1. When writing a job description, list 4 things employers let job seekers know.
2. List 2 types of immediate openings AAA Auto Shop is advertising.
3. How does AAA Auto shop describe the shop?
4. a) What is range of pay for Auto Mechanic Technician? b) How much is this range of pay for 40-hour week? c) What drivers license record is required?
5. In your opinion, explain what the employer means by "Self-motivated person" required.
6. Knowledge of what 3 softwares are needed?
7. For what words do the initials "ASE" stand?
8. What website explains ASE Certificates?
9. a) What is pay for Auto Mechanic Helper? b) How many ASE specialty areas are required?
10. a) At what website do you go to apply for these mechanic job openings? b) What do you attach? c) Where do you write your cover letter? d) Where do you go to read about AAA Auto history, services, and to watch videos?
11. a) At Ritz Plumbing, what is the goal? b) For what reason has Ritz Plumbing been in business for over 80 years?
12. a) How long will it take Ritz to get a technician to your front door? b) Explain why you would (or would not) enjoy a job that requires you to be on-call each day in case your employer needs you to drive to an emergency plumbing job.
13. a) How many days per week must trainees be available to work? b) List 5 of the 7 job requirements. c) How much would you be paid for 8 hour days; 5 days per week? (40 hours)?
14. a) Where do you apply? b) What 5 things are you asked to bring?
15. a) Would you enjoy these jobs that require mechanical skills, indoor/outdoor work, and active work days? b) Give a reason for answer.
16. a) If you become a plumber, would you like to open your own plumbing business someday? b) Give a reason for your answer.