

# Valley Motorsports Co. LLC

## Service Technician Job Description

### **About Us:**

Valley Motorsports is a family owned and operated repair and retail shop. VMS services all types of motorcycles, new to very old, including Yamaha, Kawasaki, Suzuki, Honda, Harley Davidson, Indian, BMW, Moto Guzzi, and MORE! Our business is dedicated to providing our staff with an environment that is friendly and cooperative. All of our employees are like family!

We are currently seeking to employ a highly skilled motorcycle and ATV technician. We are looking for a technician who is highly motivated, a team player, organized and has outstanding customer service. The experienced mechanic must be able to perform general motorcycle repair, maintenance functions and diagnostics for all types of motorcycles with little supervision required.

Compensation will be based on experience and qualifications.

### **MUST HAVE:**

MMI or equivalent training

Minimum 3 years experience as a motorcycle technician

Valid driver's license with motorcycle endorsement and a clean driving record.

Must have their own set of appropriate tools

Time management skills

Excellent work ethic

Excellent organization

Dependable and self-motivated.

Knowledge of many different makes and models of motorcycles and ATVs

### **ESSENTIAL DUTIES**

Performs work as outlined on repair order with efficiency and accuracy.

Diagnoses cause of most malfunctions and performs repair.

Communicates with Service Manager and Parts Department to obtain needed parts.

Saves and tags parts of every job.

Examines assigned motorcycle to determine if further safety or service work is required or recommended.

Communicates with customers related to service needs and promotes a positive and professional company image.

Documents all work performed and recommended on the repair order.

Road tests motorcycles when required or refers to the test technician.

Ensures that customers' motorcycles are kept clean and in good condition.  
Notifies Service Manager immediately of anything that has happened to change the appearance or condition of the motorcycle.

Handles customer complaints immediately and according to VMS guidelines.  
Understands, keeps abreast of, and complies with federal, state, and local regulations such as hazardous waste disposal, OSHA, etc.  
Operates all tools and equipment in a safe manner.  
Reports any safety issues immediately to management.  
Reports machinery defects or malfunctions to supervisor.  
Keeps shop area neat and clean.  
Maintains professional appearance.

Maintains and is accountable for all shop-owned tools and manuals. Returns them to the proper place and in the same condition as they were received.  
Arrives to work on time.  
Follows instructions from a supervisor.  
Interacts effectively with co-workers.  
Understands and follows work rules and procedures.  
Accepts constructive criticism.

# Valley Motorsports Co. LLC

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 www.ValleyMotorsportsCT.com

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 Fax: 203-736-9371  
 ValleyMotorsports@SBCGlobal.net

# Job Application

To apply for a job at Valley Motorsports, please fill out this application and return it via the postal mail or via email. Please include a cover letter and a current resume with the application. You will be contacted by the owners within one month.  
**NO APPLICATIONS WILL BE ACCEPTED BY PHONE or if THEY ARE INCOMPLETE!**

## Personal Information

Last		First	MI	SSN#	Email		
Street Address			City	ST	Zip	Home Phone	Cell Phone
Are you entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of Birth		
Have you ever been convicted of a felony or been incarcerated in connection with a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please explain:				
Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No			Branch	Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		War	
What position are you applying for?			Full time or Part Time	How did you hear about this position?			
Expected Hourly Rate	Expected Weekly Earnings		Date Available to start		Days and hours available to work		
					M T W T H F S S U	9AM- 6PM OTHER	
Are you a certified motorcycle mechanic? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid CT drivers license with motorcycle endorsement? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you available for overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Years experience as a motorcycle technician	Do you have reliable transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have any accidents or violations on your license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Explain:		

## Prior Work Experience

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, State, ZIP			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From To	From To	From To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Education**

	Name/Location	Last Year Complete	Degree	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School		1 2 3 4		
MMI (or equivalent)		1 2 3 4		
List any applicable special skills, training or proficiencies.				

**References ( No family members or friends, only previous employers or teachers)**

Name	Address	Phone Number(s)	Position title	Years Known

**Explain to us why you are the best candidate for this position:**

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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