

Pre-Delivery Inspection (PDI) Assistant



INCUMBENT: Vacant
REPORTS TO: PDI Supervisor
LOCATION: Bowling Green, KY
STATUS: Part-time, Hourly
DATE: June 17, 2019

TO APPLY: Please return an application or email a cover letter and résumé to Mandi@corvettemuseum.org.

DESCRIPTION

The PDI Assistant will support the daily delivery process offered to new Corvette customers. This position will assist in ensuring newly purchased vehicles are ready to be driven off the Museum floor when the owners arrive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure the process of receiving new vehicles is executed safely.
- Perform servicing of vehicles according to company required procedures.
- Detail the interior and exterior of vehicles in a timely manner.
- Perform and record pre and post operation inspection of new vehicle deliveries.
- Ensure the vehicles remain in a logical order for quick and easy access.
- Assist in scheduling and coordinating activity with the GM plant.
- Diagnose and perform any minor vehicle repairs.
- Install additionally ordered accessories to the vehicle with accuracy.
- Assist in displaying the finished product on the Museum floor.
- Maintain a safe and clean work environment for yourself and others.
- Ensure all equipment used while operating on vehicles is utilized and working properly.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- Previous auto detailing experience preferred.

QUALIFICATIONS

- Ability to manage and prioritize multiple tasks.
- Must be an extremely reliable and dependable individual with strong commitment to team.
- Must have knowledge of the motor vehicle and how it operates.
- Strong attention to detail, establishing priorities, and meeting deadlines.
- Knowledge of machines and tools, and their uses, repair, and maintenance.
- Complete assigned tasks in a timely and efficient manner.
- Must be able to work independently at times and in a fast-paced environment.

- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to operate mechanical equipment and technology.
- Ability to lift and carry up to 50 lbs.
- Ability to stand, bend, kneel and/or squat for extended periods of time.
- Must have sufficient mobility to move around the Museum.