

Pre-Delivery Inspection (PDI) Supervisor



INCUMBENT: Vacant
REPORTS TO: Delivery Department Manager
LOCATION: Bowling Green, KY
STATUS: Full-Time, Hourly
DATE: Open Until Filled

DESCRIPTION

The PDI Supervisor will organize and ensure the success of the daily delivery process offered to new Corvette customers. This position will oversee a staff of PDI assistants and inspect all work to make sure that newly purchased vehicles are clean, detailed, and 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.
- Schedule the team to optimize work timelines and meet delivery deadlines.
- Receive new vehicles by inspecting the interior and exterior for damage or scratches, and ensure vehicles have everything they should have.
- Stage and store vehicles according to their delivery date to make them accessible to move to the floor when needed.
- Fuel vehicles before cleaning and placing them on the boulevard.
- Prep vehicles for delivery to include wet sand and buffing if needed and inspect to certify the vehicle is in delivery condition.
- Ensure that all customer-purchased accessories are installed.
- Coordinate returns and repairs with GM (General Motors) plant before the delivery date.
- Reinspect vehicles that were returned for repairs to make sure no additional damage or scratches were incurred.
- Maintain a safe, clean, and organized work environment for yourself and others.
- Maintain all equipment utilized in the department.
- Responsibilities are not all-inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- 2-3 years experience in detailing or automotive bodywork.

QUALIFICATIONS

- Ability to manage and prioritize multiple tasks.
- Must be an extremely reliable and dependable individual with a strong commitment to the 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 is 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.
- Must have sufficient mobility to move around the Museum.