



## Position Description

**Job Title:** Pre-Sale Inspector/Condition Report Writer

**Job Code:** *TBD*

**Salary Grade:** *TBD*

**Reports to:** Repo Manager

**FLSA Status:** Nonexempt

**Department:** Repossession

**Date:** May 2022

**Job Summary:** This position is primarily responsible for conducting visual condition reports and pre-sale vehicle inspections to protect buyers from conditions that could alter sales under the NAAA Arbitration Policy.

### Primary Responsibilities:

1. Inspects vehicles thoroughly and accurately to identify and diagnose issues.
2. Analyzes the condition and features of vehicles to identify the damage to interior and exterior as well as any previous body damage and/or repairs.
3. Enters accurate vehicle details into template to generate Vehicle Condition Reports (CR).
4. Serves as third party inspector to provide objective descriptions of vehicle conditions to sellers.
5. Coordinates vehicle photographs to accurately display features and conditions.
6. Follows and completes items from the Inspection Checklist.
7. Assists in the removal, boxing, storage and proper disposal of personal property from repossessed vehicles.
8. Conducts pre-sale vehicle inspections, including visual assessments of body conditions, interiors and power accessories.
9. Conducts road tests, including visual and auditory inspections of drive train, suspension, steering and other mechanical components.
10. Provides information to management to assist with finalizing sale/no sale determinations.
11. Performs other related duties as assigned.

### Knowledge, Skills and Abilities Required at Time of Hire:

1. Knowledge of mechanical and aesthetic automobile conditions.
2. Exceptional verbal and written communication skills; ability to express information clearly.
3. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
4. Ability to work independently as well as in a group setting.
5. Ability to troubleshoot problems, evaluate options and implement solutions.
6. Ability to analyze information and make effective decisions.
7. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette; searches for ways to improve service and sales.
8. Conflict resolution skills.

9. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Tools and Equipment Used:**

- Tire Depth Gauge
- Coating Thickness Meter
- Cylinder Compression Tester
- OBD2 Scanner
- Computers
- Jump Box
- Combustion gas test tool
- 2 & 4 post vehicle lifts
- Pressure washer
- Mechanic hand tools

**Certificates and licenses:**

- A Valid driver license is required of every Akron Auto Auction employee, along with an insurable driving record.
- Mechanical Certification is preferred for this position.

**Education and Experience:**

- High School Diploma or general education degree (GED) along with three to five years of related experience or training; or equivalent combination of education and experience.
- To perform this job successfully related experience in the auto industry is preferred.

**Job Context:**

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Occasionally lifts up to 50 pounds.
4. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles.
5. This position is performed in both an office setting and outdoors in various weather conditions.
6. Long work hours of 10 to 12-hour days are expected on Auction Day (Tuesday) in order to meet auction deadlines.

**Performance Indicators:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Successful performance is also measured by the ability to successfully inspect and identify conditions that would nullify an auction sale. In addition, success in this position is achieved by assisting Arbitrator/PSI Supervisor in closing sales.*

**Acceptance of Responsibility:**

I, \_\_\_\_\_ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the \_\_\_\_\_, I will perform these duties to the best of my knowledge and abilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date