



## Position Description

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**Position Title:** Auction Porter

**Job Code:** *TBD*

**Salary Grade:** *TBD*

**Department:** Transportation/Lot Maintenance

**Reports to:** Transportation Manager/Operations Manager

**FLSA Status:** Non-Exempt

**Date:** June 2020

**Job Summary:** Assists customers, visitors, and employees with questions relating to Akron Auto Auction vehicle whereabouts and follows safety rules while picking up and delivering vehicles.

### Primary Responsibilities:

1. Responsible for safe and legal operation and transport of a vehicle to and from various dealerships, Akron Auto Auction, and other designated locations.
2. Assists in the relocation of sold vehicles after sale day to stage for transport or to the sold lot.
3. Responsible for blocking of vehicles for plowing purposes at Operations manager's request.
4. Receives route assignments from the Master Porter or Transportation Manager and must follow the scheduled route provided.
5. Reports highway safety hazards noted in route.
6. Reports all accidents and incidents involving drivers or company vehicles and equipment to Transportation Manager or Operations Manager.
7. Promptly reports any delays due to breakdown of vehicle or other emergencies.
8. Performs pre trip inspections, including checking fluids, to ensure the vehicle is up to safety guidelines and is drivable.
9. Works closely with Transportation, Registration, Recon, and Repo Departments to ensure clear communication and smooth transition from sale to sale.
10. Performs other related duties as assigned.

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

1. Ability to operate a five-speed manual transmission vehicle.
2. Must be able to sit and remain alert while driving for a period of up to eight hours.
3. Exceptional verbal and written communication skills; ability to express information clearly.
4. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
5. Ability to work independently as well as in a group setting.
6. Ability to troubleshoot problems, evaluate options and implement solutions.
7. Ability to analyze information and make effective decisions.
8. 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.
9. Conflict resolution skills.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to handle constructive feedback and implement an appropriate action plan.
12. Working knowledge of the traffic rules and other regulations.

**Education and Other Requirements:**

1. High School Diploma or general education degree (GED) along with at least six to eight years related experience and/or training; or equivalent combination of education and experience is required.
2. Knowledge of basic automotive maintenance procedures (tire pressure, oil check, adding of oil, windshield fluid, etc.) is required.

**Certificates and Licenses:**

A Valid driver license is required of every Akron Auto Auction employee, along with an insurable driving record.

**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. Must be able to shift manual transmission and operate foot pedals of the vehicle.
3. While performing the duties of this job, the employee is regularly required to stand, walk at least 2 miles per day, sit, use hands, reach with hands and arms, and talk or hear.
4. Occasionally lifts up to 15 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles.
6. This position is performed mostly outdoors, on the lot, at the dealership locations or in the vehicle.
7. Job is typically performed five days a week Monday, Tuesday, Wednesday, Thursday, and Friday.
8. Hours may vary while there are definite start times 7AM 8AM or 9AM, depending on the day of the week or otherwise directed by transportation manager, there is no end time as the work may vary.
9. Exposure to extreme conditions in outdoor weather while working on company grounds, dealerships, and with vehicles.

**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.

**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