



Kansas City Independent  
Auto Auction

## POSITION DESCRIPTION

**Position Title:** Condition Report Writer  
**Reports to:** Condition Report Manager  
**Department:** Recon / Operations

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### POSITION SUMMARY:

To provide accurate, timely appraisal of damage on all Fleet Lease vehicles brought into the auction, under the guidelines established by Fleet Lease customers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Visually evaluate the exterior of a vehicle for paint and body, frame/unibody, and mechanical damage, accurately notate damage on Vehicle Condition Report.
- Visually evaluate the interior of a vehicle for damage, accurately noting damage on Vehicle Condition Report.
- Photograph vehicle and damage area according to each consignors specifications, document as requested by consignor.
- Determine eligibility for certification programs using customer's specifications.
- Generate body and mechanical repair estimate and submit to account for authorization.
- Generate work order for authorized repairs and submit to shop.
- Generate work orders with recommended repairs for non-certified units, submit for authorization.
- Track each vehicle received to ensure the inspection is completed in 48 hours of receipt of vehicle.
- Maintains a high level of confidentiality.
- Contributes to and encourages others to demonstrate a team focused, values based, service culture throughout the company.
- Contributes to effective operations by providing support where and when as needed on sale/customer promotion dates.
- Performs other duties as assigned or requested to assure optimum service levels.
- Know and understand each Fleet Lease customer's specific requirements for condition reporting.

### SUPERVISORY RESPONSIBILITIES

None

### QUALIFICATIONS AND REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

### Education and or Experience

High school diploma or equivalent, minimum six months experience estimating auto body damage, mechanical diagnostic experience, requires the ability to produce high quality, accurate work. Demonstrated ability to manage multiple priorities.

### LANGUAGE SKILLS

Requires the ability to read, communicate and interpret information accurately in the English language. Employee must demonstrate the ability to interact tactfully and positively with customers, vendors, KCI staff and management.

**REASONING ABILITY**

This position requires the ability to apply common sense understanding to carry out instructions furnished in writing, oral, schedule or diagram form. The ability to deal with problems involving several variables in standardized situations is essential. The ability to use sound judgment when faced with complex circumstances is necessary.

**LICENSES/CERTIFICATION**

None required

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.*

- Requires the ability to remain calm when faced with pressure situations
- While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel, reach with hands and arms and talk or hear
- While performing the duties of this job the employee is frequently required to stand for long periods of time
- The employee is occasionally required to stoop, kneel or crouch
- The employee is occasionally required to lift up to 100 pounds
- The employee is required to have excellent vision

**WORK ENVIRONMENT**

- Work is performed in extreme outdoor weather conditions
- The noise level is moderate to loud
- The physical exertion is moderate
- Work is performed primarily outdoors and inside customer vehicles.
- There are frequent employee and/or customer contacts throughout the work day

***KCI Auto Auction reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.***