

Form Position Description

ABN 63 954 974 254
ICN 2256



JOB TITLE	Automotive Mechanic
REVIEW DATE	08/11/2017
REPORTS TO	Chief Operating Officer

POSITION DESCRIPTION

Position purpose Servicing and repairs of motor vehicles and equipment

Main tasks Core objectives include:

- Check accuracy of work completed to ensure it is of the standard required
- Comply with policies and procedures.
- Diagnostic fault find
- Ensure all required maintenance and/or repairs are completed in a timely manner and comply with industry standards/regulations.
- Ensure all work repair orders are processed correctly and/or completed in a timely manner.
- Liaise effectively with staff members to ensure a co-ordinated implementation of works being carried out.
- Preventative maintenance of the trailers to include suspension, brakes and electrics
- Promote Occupational Health and Safety across the corporation to ensure a safe working environment for all
- Promote the interests and services of the corporation to clients, potential clients and the wider community.
- Regularly report to the Chief Operating Officer in regards to works being managed
- Removal/Inspection/Repair and installation of faulty components.
- Service and mechanical repairs to the Corporation's fleet of vehicles
- Sign off on job related paperwork
- Sourcing of mechanical components and consumable materials

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• Light Vehicle Mechanic/Auto Technician Trade Qualification (essential)• Motor Vehicle Repairer's License (essential)• Working at heights training (desirable)• Confined Space training (desirable)• Current first aid certifications (desirable)• Chemical handling training (desirable)
Experience	<ul style="list-style-type: none">• Demonstrated computer literacy in Microsoft Office Suite• Demonstrated experience in a similar role• Demonstrated experience in ensuring scheduled and unscheduled maintenance/service works are completed within allocated timeframes• Demonstrated purchasing experience (desirable)• Demonstrated stock management experience (desirable)• Demonstrated time management skills• Demonstrated verbal and written communication skills
Knowledge	<ul style="list-style-type: none">• Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety
Skills & competencies	<ul style="list-style-type: none">• Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.• Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.• Teamwork: willingness to assist and support others as required and work alongside team members in a professional and positive environment.• Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
Personal attributes	<ul style="list-style-type: none">• Ability to build rapport with colleagues, suppliers and customers• Ability to maintain confidentiality• Ability to work under pressure• Confident manner• Excellent attention to detail• Organisational and time management skills• Positive approach to change• Professional approach
Other	<ul style="list-style-type: none">• Current manual 'HR' class drivers licence (essential)• Current National Police Clearance (essential)• Pre-employment medical including a drug and alcohol screen (essential)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY AUTHORISED PERSON

.....
Chief Executive Officer

.....
Date