



JOB DESCRIPTION

Name: VACANCY	Position Title: Fleet Mechanic
Department: Fleet Management Office	Reports to: Fleet Manager, Fleet Officer
Direct Reports: Fleet Manager, Fleet Officer, Tech. Assistant	Location: NHQ
Purpose Statement	
Responsible in the repair and maintenance of service vehicle and rolling equipment. To assure road worthiness of the vehicle for driver/operator to transport goods and personnel. Responsible to evaluate and inspect service vehicle prior to servicing and upon completion of the job required.	
Key Result Area:	Duties and Responsibilities:
A. To prepare job repair and maintenance work	<ul style="list-style-type: none"> • Ensure that repair and maintenance works performed diligently, in professional manner, and on time as schedule. • Ability to carry out the instruction given in cost efficient manner.
B. Cleaning of service vehicle after service	<ul style="list-style-type: none"> • Ensure that after the works, the vehicle is properly clean before releases from the shop.
C. Recording of job order and issuance of completion report	<ul style="list-style-type: none"> • Ability to record the required job, the work in progress and to provide completion report.
D. Assisting in overseeing vehicle, parts, supplies, and materials acquisition	<ul style="list-style-type: none"> • Provide assistance to check and accepts the delivery of parts, vehicle, supplies and materials are correct
E. Assist in coordination with parts needed and reports	<ul style="list-style-type: none"> • Ability to provide specific parts needed for the work in progress or for schedule • Provide maintenance and or repair work and supplies inventory
F. Other related duties	<ul style="list-style-type: none"> • Performs all other duties that may assigned from time to time
JOB SPECIFICATIONS	
Qualifications/Minimum Education: Closely related field and or industrial technology in Automotive	
Personal Qualities and Skills: <ul style="list-style-type: none"> • Hard working and work with minimum supervision • Good to expert knowledge in the field of work • Effective in written and oral communications • Tesda Competency • Work team concepts 	Work Experience: <ul style="list-style-type: none"> • At least 2 years experience in light/ heavy automotive work