

JOB DESCRIPTION

I. JOB DETAILS:			
Position Title:	Heavy Duty Mechanic		
Report to:	Workshop Foreman		
Business unit/ Department	Maintenance/Operations		
Grade:	Skilled Labor	Date:	April 2012
II. JOB DIMENSIONS: (Key Factors)			
Number of Staff Supervised	Direct Reports	-	
	Total	-	
Key Financial Dimensions: SR. <i>If none Insert "0"</i>	Operating/ Capital Budget	-	
	Revenues	-	
	Purchases	-	
	Assets	-	
	Others (Identify)	-	
III. JOB PURPOSE:			
Repair and maintain vehicles and heavy equipment; diagnose, adjust, and overhauls mechanical and pneumatic system and components; test repaired equipment to ensure proper performance.			
IV. COMMUNICATIONS & WORKING RELATIONSHIPS:			
Internal			
<ul style="list-style-type: none"> Fleet Manager, Regional Maintenance Manager, Workshop Supervisors & Engineers, Sr. Earthworks Equipment Engineer, Workshop Maintenance team, Plant Maintenance team, Production team 			
External			
<ul style="list-style-type: none"> Vehicle & Equipment manufacturer's representatives, dealers & distributors; Spare parts suppliers, dealers 			

V. WORKING CONDITIONS:			
<ul style="list-style-type: none"> Work in the workshop and most of the time exposed to extreme weather conditions, dust, noise, fumes, vibration and gases; mechanical, chemical, & electrical hazards. 			
HAZARDS & ATMOSPHERIC CONDITIONS			
Hazards and Atmospheric Conditions Types	Y/N	Hazards and Atmospheric Conditions	Y/N
<ul style="list-style-type: none"> Exposure to Fumes 	Y	<ul style="list-style-type: none"> Mechanical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Dust 	Y	<ul style="list-style-type: none"> Chemical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Extreme Temperatures 	Y	<ul style="list-style-type: none"> Electrical Hazards 	Y
<ul style="list-style-type: none"> Wet and/or Humid 	Y	<ul style="list-style-type: none"> Radiant Energy Hazards 	N

▪ Noise	Y	▪ Explosives Hazards	N
▪ Vibration	Y	▪ Burn Hazards	N
▪ Mists or gases	Y	▪ Other	N
Comments.			
EQUIPMENT & TOOLS			
List Equipment used for job:	List Tools:	Types Drives Vehicle:	Others
▪ Engine test equipment	▪ Mechanic's Tools		
▪ Diagnostic equipment	▪ Lifting jacks/trolleys		
	▪ Power Tools		

VI. ACCOUNTABILITIES:	
DESCRIPTION:	KEY RESULT AREA (KRA)
Vehicle Maintenance: <ul style="list-style-type: none"> Assist in diagnosing faults or malfunctions to determine required repairs on vehicles, using engine diagnostic software and hardware such as computerized test equipment and calibration instrument. Assist in adjusting, maintaining and repairing or replacing subassemblies, such as engines, transmissions and undercarriage, using hand tools, jacks, and lifting hoist. Operate and inspect machines or heavy equipment in order to diagnose defects. 	<ul style="list-style-type: none"> Response time to fault finding and troubleshooting Quality of workmanship
Inspection and replacing parts: <ul style="list-style-type: none"> Assist in checking, inspecting vehicle mechanical system; examine parts for damage or excessive wear. Assist in replacing worn out, damaged parts such as bearings, seals, gears, bushings, brake linings, etc. to ensure all mechanical components and mechanical assemblies fits and working properly. 	<ul style="list-style-type: none"> Accurate and updated vehicle inspection records Work in accordance with procedures and specification
Overhauling, assembling, and testing: <ul style="list-style-type: none"> Assist in overhauling and testing of vehicle and equipment to ensure operating efficiency. Assist in the assembly of gearings, and align shaft and gears; fit bearings to adjust; repair or overhaul mobile, mechanical, hydraulic, and pneumatic equipment. Assist in testing mechanical assemblies and component after repair or assembly to ensure proper performance and compliance with manufacturers' specifications. 	<ul style="list-style-type: none"> Vehicle performance Quality of workmanship
Modifications & alterations: <ul style="list-style-type: none"> Assist in modifying or providing custom alterations to intake & exhaust system, linkages, mountings, fuel filtration system, suspension, etc. and make appropriate adjustments or corrections using hand tools, measuring devices, and instruments to ensure compliance with the manufacturers' specification and safety. 	<ul style="list-style-type: none"> Improve vehicle performance Improve fuel efficiency
Policies & Procedures: <ul style="list-style-type: none"> Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner. 	<ul style="list-style-type: none"> Audit of compliance to operational procedures and instructions.

VI. ACCOUNTABILITIES: Continue.	
DESCRIPTION:	KEY RESULT AREA (KRA)
Safety, Quality & Environment: <ul style="list-style-type: none"> Follow all relevant safety, quality and environmental control procedures and instructions so that personal safety/the safety of others is not jeopardized and a minimum level of product/service quality and environmental impact can be guaranteed. 	<ul style="list-style-type: none"> Audit of compliance to safety, quality and environmental procedure and instruction. Frequency of Lost Time Incident's, safety incidents and near misses.
Tools related safety knowledge <ul style="list-style-type: none"> Competent in the safe use of power tools (disc-cutter, hammer, power drills, submersible pumps and generators). 	<ul style="list-style-type: none"> % of accidents related to use of tools.
Emergency Call Out <ul style="list-style-type: none"> Ability to work unsupervised on Emergency Call Out works relevant to blocked drains or general complaints; soil pipes, waste pipes, downspouts etc. 	<ul style="list-style-type: none"> No. of successful Emergency Call out response

VII. SUPERVISORY RESPONSIBILITIES: (If Applicable)
<ul style="list-style-type: none"> Supervises mechanic helper, workshop helper.
VIII. QUALIFICATIONS & EXPERIENCES:
EDUCATION
<ul style="list-style-type: none"> Vocational School Graduate of Heavy Equipment Mechanic course, Diesel Mechanic course or Combination of education and experience
MINIMUM EXPERIENCE
<ul style="list-style-type: none"> 3 years in Heavy equipment repair shop, Construction or similar field

VIII. JOB-SPECIFIC SKILLS:			
JOB-SPECIFIC SKILLS	LEVEL	JOB-SPECIFIC SKILLS	LEVEL
<ul style="list-style-type: none"> None. 			

X. JOB-GENERIC SKILLS:			
JOB-GENERIC SKILLS	LEVEL	JOB-GENERIC SKILLS	LEVEL
<ul style="list-style-type: none"> Health & Safety Systems 	Good	<ul style="list-style-type: none"> Maintenance Principles 	Average
<ul style="list-style-type: none"> English Language 	Average	<ul style="list-style-type: none"> PC 	N/A
<ul style="list-style-type: none"> Knowledge of Policy & Procedure 	Average	<ul style="list-style-type: none"> Presentation 	N/A
<ul style="list-style-type: none"> Quality Management Systems 	N/A	<ul style="list-style-type: none"> Project Management 	N/A
<ul style="list-style-type: none"> Time Management 	N/A	<ul style="list-style-type: none"> Written Communication 	Average
<ul style="list-style-type: none"> Environmental Management Systems 	N/A	<ul style="list-style-type: none"> Engineering Principles 	N/A
<ul style="list-style-type: none"> Financial Awareness 	N/A	<ul style="list-style-type: none"> Engineering Project Costing 	N/A

▪ Microsoft Dynamics AX	N/A	▪ Financial Accounting	N/A
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XI. CORE COMPETENCIES:

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Adaptability	Developing	▪ Teamwork	Developing
▪ Initiative	Developing	▪ Customer Focus	Developing
▪ Cooperation	Developing	▪ Continuous Learning	Developing
▪ Communication	Developing		

XII. Technical Competencies: Specific Competencies Job Related:

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Metrics & Performance Measurement	Developing	▪ Technical Expertise	Developing

XIII. APPROVALS:

Line Manager (Dept. Manager / Function Head):

_____	_____
Signature	Date

HR Director:

_____	_____
Signature	Date