

NATIONAL ROADS AUTHORITY

JOB DESCRIPTION

Job Title: Mechanic I

Grade N: \$ 40,416 - \$ 54,312

Job Holder:

Reports to: Head Mechanic

1. JOB PURPOSE

The Mechanic is expected to perform the diagnosis, mechanical repair and maintenance of passenger vehicles, light and heavy trucks, earth moving, and related construction equipment including road graders, gasoline and diesel powered tractors, service trucks, dump trucks and dozers, working in compliance with the National Institute of Automotive Service Excellence (ASE) safety and repair standards.

2. DIMENSIONS

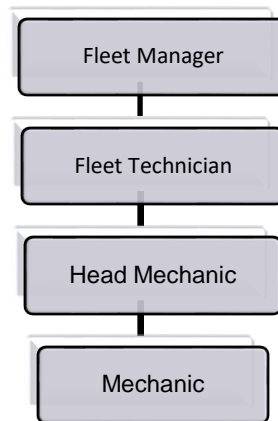
The Fleet Management service primarily supports the work of the Engineering and Operations Division and overall comprises approximately 55 vehicles, 30 Heavy Equipment Machines and 70 other equipment currently valued at C\$4,050,189.

3. PRINCIPAL ACCOUNTABILITIES

Under the direction of the Head Mechanic:

1. Performs tune-ups on all Fleet vehicles both routinely and as directed
2. Performs small equipment repairs, tyre replacement and balancing
3. Shop tools and consumables inventory tracking
4. Processes shop work orders as required and / or directed.
5. Adjust, replace, inspect and overhaul faulty or nonfunctional components on any and all Fleet vehicles and equipment.
6. Performs preventative maintenance on vehicles both routinely and as directed.
7. Conducts pre-inspection and other timely safety inspections as required and / or directed.
8. Coordinates maintenance and repair schedules with drivers and others.
9. Test drives and / or operates all Fleet assets to ensure proper function and safe operation.

4. ORGANIZATIONAL CHART



5. BACKGROUND INFORMATION

The National Roads Authority is the Statutory Authority responsible for planning, design, construction and maintenance of all Government roads, car parks and other assigned projects. In this regards, the major responsibilities include planning, design, budgeting, construction, maintenance and cost efficiency of these projects.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

- Relevant and valid certification from the National Institute of Automotive Service Excellence.
- Clear and demonstrable expertise in two (2) or more of the four (4) technical/functional areas listed below
- At least three (3) years relevant practical experience in a similar Fleet-type environment.
- Three (3) years of increasingly responsible experience in the maintenance and repair of gasoline and diesel-powered heavy automotive and road construction equipment, trucks and automobiles
- Possess a Group 4 License
- Possess a high level of flexibility, dexterity and strength as the work is quite physical.
- Possess the ability to operate all types of vehicles and mobile heavy equipment within the fleet and / or be willing and able to learn to do the same.

OR

- Five (5) years practical experience in a fleet-related vehicle maintenance and repair facility or field.
- Three (3) years of increasingly responsible experience in the maintenance and repair of gasoline and diesel-powered heavy automotive and road construction equipment, trucks and automobiles
- Possess a Group 4 License and / or be willing and able to obtain one.
- Possess a high level of flexibility, dexterity and strength as the work is quite physical.
- Possess the ability to operate all types of vehicles and mobile heavy equipment within the fleet and / or be willing and able to do the same.

- Possess the ability to successfully demonstrate clear expertise in and practically exhibit at least three (3) of the four (4) technical/functional and competencies listed below:

AND WITH EITHER

1. Welding repairs (TIG, MIG, ARC, Oxy/Acetylene)
2. Body work (cars, buses, trucks and heavy equipment within the fleet).
3. Tire installation, repair and balance for all tire and wheel types as per CIG Fleet vehicles and equipment
4. Vehicular electrical maintenance and repairs

Competencies

Delivering the Service – Takes a methodical approach to work, prioritizes tasks effectively, and consistently meets deadlines in order to provide excellent service outcomes.

Improvement & Change – Demonstrates a positive attitude towards change, contributes to new ideas and improved ways of working and also continually strives to improve service and productivity.

Proving Excellent Customer Service – Maintains a professional approach and presents a positive image to internal and external people when representing self and the NRA. The post-holder will make every effort to ensure that the experience and impression of any entity engaging the NRA is as positive and productive as possible.

Team Working – Works well with colleagues inside and outside the team, looks beyond boundaries of own job to support others, shares knowledge and contributes to a positive team spirit.

Communicating – Communicates appropriately, openly and effectively.

7. ASSIGNMENT AND PLANNING OF WORK

- The job holder is expected to work in conjunction with and under the direction of the Head Mechanic and Fleet Controller and is expected to exhibit at all times sound and accurate judgment, make appropriate decisions, support and explain reasoning for such decisions and include appropriate staff members in that in decision-making process.
- In addition to regular and ongoing on-site Workshop vehicle repairs and maintenance, the post holder will respond any and all assigned field related equipment maintenance and service calls.
- Any other duties for which the post holder is suitably and reasonably qualified and / or experienced to perform, at the discretion and direction of the Fleet Controller,

- This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job.

8. SUPERVISION OF OTHERS AND WORKING RELATIONSHIPS

Will be required to oversee and direct the daily duties of a mechanic assistant.

9. OTHER WORKING RELATIONSHIPS

- Must have good command of the English language and inter-personal relationship skills to effectively deal with co-workers and the public.
- The job holder is expected to work closely with Paving Supervisors, Road Superintendents and vehicle/truck operators.

10. DECISION MAKING

The mechanic will make independent decisions regarding maintenance and repairs within his capability, qualifications, experience, shop procedures, policies and also within the constraints as assigned by the Head Mechanic.

11. PROBLEM / KEY FEATURES

One of the challenges of the job holder's position is the allocation of his/her time and resources between the various responsibilities when emergencies arrive.

12. WORKING CONDITIONS

The workshop is subjected to noise and fumes, there is exposure to dust and when in the field, to adverse weather conditions.

Job Description approved by: _____ **Date:** _____

Job Holder: _____ **Date:** _____
(Print Name in Capital)

Signature: _____ **Date:** _____