



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

Department: Auto Shop
Job Title: Mechanic Level 3
Responsible to: Auto Shop & Transport Manager

Job Purpose: To ensure that all work is completed by the specified deadlines. To ensure that the quality of the work carried out meets the required standards on a consistent basis.

Job Outline

- To perform mechanical repairs ensuring a high standard of service and efficiency is maintained on a consistent and timely basis.
- To perform service checks and mechanical repairs on company and public vehicles and associated equipment as directed by the Auto Shop/Transport Manager or Deputy Autosshop/Transport Supervisor, ensuring that all work carried out meets the specific deadlines and required standards on a consistent and timely basis.
- To perform service checks and mechanical repairs on BFI and Puma vehicles in accordance with the relevant Inspection/Service Forms, ensuring that all work carried out meets the specific deadlines and required standards on a consistent and timely basis.
- To undertake welding and body repairs as required by the department.
- To test drive company and public vehicles as and when necessary.
- To maintain a record of time spent on jobs.
- To complete relevant sections of the Customer Service Order Forms.
- To complete the relevant Inspection / Service sheet with accurate information.
- To ensure Health & Safety requirements are observed and adhered to at all times.
- Ensure that the Company Customer Services standards are adhered to at all times.
- Provide driver support to the Company's HTD transport operations.
- Provide assistance to the VIC business in the absence of a staff member.

- Be responsible for the general cleaning of equipment and work area, packing away tools after completion of job.
- Be in possession of a valid driver's license in all classes, or undertake learning to achieve this.
- To participate and be a member of the allocated team for the monthly on-call rota.
- Any other related duties as required by Management.

SPECIAL CONDITIONS:

- Out of hours work as required.
- To undertake job related training as required.

KEY COMPETENCIES:

- Diagnostic skills.
- To be able to use a computer and related software packages.
- Ability to use, repair and maintain machines and tools.
- Ability to use own initiative.
- Able to work effectively in a team environment.

PERSONAL ATTRIBUTES:

- Excellent communication skills.
- Excellent customer services skills.
- Problem solving ability with technical aptitude.
- Ability to adapt effectively to change.
- Commitment to continuous learning and development in an ever changing industry.
- Persistent when troubleshooting and problem solving.
- Demonstrates attention to detail.
- Positive work ethic.
- Self-disciplined and self-motivated.
- Willingness to pass on your skills / knowledge to others.
- Enthusiasm for cars and other motor vehicles.