



## LAUTOKA CITY COUNCIL

### ROLE DESCRIPTION

**ROLE TITLE: Heavy Diesel Mechanic**

### CORPORATE INFORMATION

1. Position Level: Unestablished Position- Hourly Rate
2. Remuneration: A competitive wage depending on qualifications and work experience will be offered to the successful candidate. This is a contractual position with an initial period of three (3) years.
3. Duty Station: Depot Lautoka or any other station decided by council from time to time such as, Parks & Gardens, Vunato Disposal Site, etc.
4. Reporting Responsibilities;
  - a) **Reports to:** Directly reports to the Team Leader Assets or other HODs/Supervisor
  - b) **Liases with: Head of Planning & Development,** Head of Services, Manger Health Services and all other Department Heads and Sub-Heads.
  - c) **Subordinates:** Engineering Department, Maintenance Supervisor, Horticulturists and Landfill Supervisor.
  - d) **External Relationships:** Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Heads of Statutory Bodies, Ratepayers, Vendors, Vendor Associations, Customers, CEOs of other municipal Councils, External Auditors.

### ROLE PURPOSE

The Heavy Diesel Mechanic will directly carry out the repairs and preventative maintenance of heavy machines such as KATO Excavator, D6 Bulldozer, Backhoe digger, trucks and two-stroke machines such as brush cutters, ride-on-mower, water pumps and other Fleets / machines owned by Lautoka City Council.

The successful candidate will be efficient and self-motivated to maintain machinery, keep records and diagnose the mechanical failures and carry out proper maintenance to avoid minimum downtime.

## **KEY RESPONSIBILITIES**

- Undertake repairs and preventative maintenance works to major and minor heavy equipment in compliance with the company's operating safety policies and procedures and OHS standards ensuring these are back in service within the shortest possible time.
- Developing and implementing preventive maintenance schedules/plans for all heavy equipment vehicles at the Council.
- Ensure all vehicles (heavy and light) are serviced, well maintained and operational.
- Troubleshoot reported problems and resolve them in a timely manner. Ability to carry diagnostic, and interpret diagnostic test results accurately.
- Inspects, repairs, overhauls, and assembles automotive electrical equipment such as generators, distributors, alternators and starters.
- Inform immediate Supervisor on parts, fittings and lube that need to be ordered in the and the spares that need to be maintained in the workshop.
- Fabricate parts no longer available; performs conversions and modifications where necessary.
- Be able to operate all Heavy Machinery such as KATO Excavator, D6 Bulldozer, trucks or any other machinery owned by Council on as and when required.
- Keep and maintain maintenance log for heavy machines and other Council Fleet.
- Carryout routine preventative maintenance of all machines and keep records on daily basis.
- Assist other operators, workers and Supervisors to effectively and efficiently discharge the works assigned.
- Take initiative in maintaining and improving environmental performance and able to provide innovative ideas or solutions for improvements to bring more efficiency to achieve the key desired goals of the Council.
- Ensure council's equipment, material, and the work site are maintained, kept clean, and stored in a safe manner
- Liaise with Supervisors for directions of daily work to be carried out in orderly manner and to council's satisfaction. Report any incidence to the Supervisors or their representatives that may not be consistent with council's work ethics and values.
- Carry out any other duties within the scope of the position or related as assigned by department head from time to time.

## **KEY PERFORMANCE INDICATORS**

Performance will be gauged through the following indicators:

1. Upkeep and maintenance of all Council Fleet and machines.
2. Regular Servicing and record of operation hours of all Council Fleet and machines.
3. Maintain daily records for mechanical defects.
4. Fulfilling the targets assigned by Supervisors.
5. Meeting of customer demands within the scope of work assigned.

## **PERSON SPECIFICATION**

Works activities are well defined and becomes routine after some experience. Requires a lot initiative and innovative abilities.

**Essential Qualification:** Must have Certificate in Automotive Engineering with valid license group 2, 6 & 9 to operate heavy machinery from Land Transport Authority without any adverse records.

In addition to *an appropriate qualification in Automotive* with Knowledge, Experience, Skills of Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 5 years' experience of heavy vehicle mechanic in a reputable company/organization.
2. Knowledge of proper operation of heavy equipment as well as safety standards.
3. Able to do repairs by diagnosing the cause of mechanical defects.
4. Mature and physically fit. Provide leadership, guidance and support the works assigned.
5. Entry level for understanding the processes of undertaking diagnostics for mechanical and electrical faults.

### **Skills and Abilities**

1. Advanced knowledge of heavy machines, its electrical components and know the mechanisms of diesel engines.
2. In-depth of knowledge of diesel engine components and operational mechanisms with strong diagnostic skills.
3. Highly skilled and able to trouble shoot mechanical problems.
4. Ability to read, understand, follow, and enforce safety procedures.
5. Ability to work under pressure and deliver within timeframe.
6. Multitasking and problem solver.
7. Good analytical and problem solving skills.
8. Honest, good interpersonal skills and customer focused.
9. Good communication skills.
10. Be medically and physically fit.

## **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.