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## **Title: Motor Mechanic**

### Scope and Purpose of the job

Dismantling and removing engine assemblies, transmissions, steering mechanisms and other components. Repairing and replacing worn and defective parts. Assembling and installing mechanical components. Performing scheduled maintenance services, such as oil changes, lubrication and engine tune-ups.

### Essential skills

High level attention to detail skills

Strong problem solvingability

Highly organised

Desire to continuously learn

Excellent Interpersonal skills

Basiccomputer skills

Responsible To: Workshop Manager

### Main Duties

1. Complete Quality Check Form throughout mechanicaltasks.
2. Detecting and diagnosing faults in engines and parts.
3. Dismantlingand removing engine assemblies, transmissions, steering mechanisms and other components, and checking parts.
4. Repairing and replacing worn and defective parts,referring to service manuals as needed.
5. Performing scheduled maintenance services, such as oil changes, lubrications,engine tune-upsandensure compliance with pollution regulations.
6. Diagnosing and testing parts with diagnostic scan tools.
7. Dismantle and reassemble vehiclebody components.
8. Wear appropriate PPE.
9. Knowledge of Jump starting modern vehicles.

10. Accurate time recording on iBodyshop.
11. Oversee and train enthusiastic Apprentices.
12. Identify, address and record safety problems within production area.
13. Adhere to the company policies, procedures and standards.
14. Maintain a clean workplace, tools and equipment.
15. Maintain equipment in a safe and serviceable condition.
16. Advise Workshop Manager of any supplements (extra damage, sublet or parts) not on Job Sheet.

#### Key Performance Indicator

Ensure main duties are adhered to  
 Complete job within set target ensuring weekly performance is 80%  
 Less than 5% Reworks / parts breakages  
 Ensure iBodyshop is used correctly  
 Maintain Mechanical tools and equipment in working order  
 Quality work

#### Key Behaviour Indicator

Adapt to changing conditions  
 Respectful and courteous communication  
 Handle stress effectively  
 Make quick decisions in the best interest of the company, per the main duties of your position  
 Follow direction from Workshop Manager and General Manager  
 Think outside the norm and offer production improvements to the General Manager  
 Uniform to be worn and professional and clean appearance to be maintained at all times  
 Above the line behaviour – being positive and solution driven