



NON-MANAGEMENT JOB DESCRIPTION

JOB TITLE:	MECHANIC	LOCATION:	HEAD OFFICE	
REPORTS TO:	MAINTENANCE SUPERVISOR	JOB CODE:	03-01-18-24	
DIVISION:	FACILITIES MANAGEMENT	GRADE:	03	
DEPARTMENT:	-	SECTION:	MECHANICAL	
SUMMARY STATEMENT	Responsible for installing, maintaining and repairing a range of machinery and merchandise equipment.			
D U T I E S R E Q U I R E D	DESCRIPTION OF DUTIES:			
	J O B	READS manufacturers' blueprints and CONSULTS Supervisor to determine installation procedures for new machinery and equipment.		
	R E S P O N S I B I L I T I E S	MARKS layout on floor and CONSTRUCTS foundation for machines and equipment from wood, cement or steel.		
		ASSEMBLES machine, SETS and LEVELS them in correct position and fastens them to foundation by bolting, welding or riveting.		
		ALIGNS machines or equipment using tools such as gauges, vernier, micrometers, spirit level and measuring tape.		
		TESTS installed equipment and MAKES necessary adjustments.		
		DISMANTLES machinery as necessary to gain access to internal parts or performs duties of Machinery Fitter and makes and reconditions parts.		
	REPLACES worn or damaged components.			
	TESTS – RUNS machines and equipment; OBSERVES operation of parts; and VERIFIES repairs.			
The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.				
WORK FIELD DATA	WORK FIELD:			
	WORK REQUIREMENTS:	TOOLS	WORK AIDS	EQUIPMENT
	MACHINES Motor Vehicles Machines: - Lathes - Billing Machine - Shaping Machine	Repair Tool Kit Pen Pencil Gauges Vernier Micrometers Spirit Level Measuring Tape Hand tools: - Wrenches - Hammers - Screw Drivers - Pliers	Dispatch Book Log Book Mail Book Maintenance Schedule Requisition Forms Accident Report Forms Vehicle Maintenance Records Service Manuals	Cellular Phone Battery Charger Fire Extinguisher Vacuum Cleaner Compressor

QUALIFICATIONS PROFILE

JOB TITLE: MECHANIC		JOB CODE : 03-01-18-24		
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Five (5) GCE 'O' Levels or CXC General up to Grade II, including English Language, Mathematics, Integrated Science, Information Technology, Electronic Data Processing Management. Ability to obtain specifications from drawings and work aids. Advanced DOS and Windows knowledge. Proficiency in a specific aspect of Service Operations after organised training of not less than ten (10) weeks, with three (3) to five (5) years' experience	5	23
2	EXPERIENCE/JOB KNOWLEDGE	Semi-Skilled Clerical, Vocational and other related workers requiring periods of exposure from entry up to a period of three to five years to grasp the basic requirements and understand all aspects of the job. The ability to manipulate hand and power tools to fit, assemble and repair parts on machinery and equipment. Must be familiar with examining drawings and work orders to obtain specifications for parts and plan sequence of operations.	4	33
3	SUPERVISION	Responsible for work assignments which are controlled through the structured nature of the work. The Supervisor reviews completed work for accuracy, completeness and adherence to instructions and established procedures. Work procedures are determined and interpreted by the Supervisor.	4	17
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for installing, maintaining and repairing a range of machinery and merchandise equipment.	3	25
5	COMPLIANCE	Application of advanced skills, techniques or practices which require professional or technical qualification to practice them. Such skills are acquired by practical experience and training. Situations to which specific guidelines and regulations cannot be applied are referred to the Supervisor.	3	23
6	QUALITY OF WORK	The Incumbent is required to clean lubricants, test service and re-assemble equipment according to manufacturer's specifications.	2	33
7	ANALYTICAL SKILL	Decisions are related to carrying out the operations of the selected process. Job holder is required to submit for approval those decisions that deviate from Standard Practices, or having any effect on timeliness or quality of output.	3	21
8	TECHNICAL/ PROFESSIONAL	Application of advanced skills in techniques or practices which require professional or technical qualification to practice them. Such skills are acquired by practical experience and training.	3	19
9	INTERPERSONAL SKILL	The interpersonal contacts are with members of the general public as individuals. Such contacts can also be with employees in different Sections, where information is requested or provided or where routine queries are dealt with.	3	19
10	MENTAL AND VISUAL DEMANDS	Above average attention to detail and in interpreting data and information relevant to the effective conduct of competing operations and a broad range of homogenous activities.	2	25
11	WORKING ENVIRONMENT	Moderate risks or discomforts which require special safety precautions. Employees may be required to use protective clothing or gear such as masks, coats, boots or gloves. Employee may be required to wear protective gear such as masks and gloves.	2	60
LICENCES:			TOTAL:	298
SIGNATURES:				
PREPARED BY: S.V. JONES ASSOCIATES		DATE:		
REVIEWED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		