**JOB DESCRIPTION**

# POSITION: Diesel Mechanic

**REPORTING TO:**  Transport and Operations Manager

**SALARY:** Salary will reflect relevant qualifications, training, experience and ability to meet the demands of the business.

**HOURS OF WORK:** Monday – Friday 7.30 am – 5.00 pm. Overtime may be required. This position may also include shift rotation and or weekend shift work. There may also be occasions when you will be required to work outside NI, on such occasions an additional allowance will be paid.

**LOCATION:** 116-120 Duncrue Street, Belfast, BT3 9AR and or 94-96 Hillsborough Road Carryduff BT8 8HT.

**HOLIDAY ENTITLEMENT:**  28 days - includes 8 bank holidays pro-rata

**RESPONSIBILITY FOR**:

To assist with the smooth running of the garage department.

**AREAS OF RESPONSIBILTY:**

PSV, MOT, servicing and maintenance of vehicles plant and equipment. Ensure the garage

and equipment is maintained in a clean and serviceable condition.

**OVERALL PURPOSE OF THE JOB:**

To ensure Service vehicles are maintained in safe and roadworthy condition to Vosa standards that will enable Service operations to function effectively and efficiently.

**KEY TASKS AND DUTIES**

* To ensure maintenance and repair work is carried out as per instructions from Maintenance Supervisor.
* To ensure parts and equipment availability prior to commencement of any maintenance or repair work being carried out.
* To anticipate, report or repair any Service equipment requiring remedial work that may affect the continuity of service operations.
* To perform specialist tasks as requested by the Maintenance Supervisor.

To complete accurate records for all work completed using Service and Inspection schedules.

* To identify and maintain quantity and functionality of tools and equipment as instructed by the Maintenance Supervisor.
* To ensure issued Personal Protection Equipment is always maintained in a safe and hygienic condition and used throughout the course of related duties.
* To fully comply with the Company Quality Safety & Environmental policies and processes related to your position.

To carry out such further tasks and duties as may from time to time be delegated by your Line Manager.

* Be prepared to work overtime.
* To fully comply with Terms & Conditions established for this position.
* The above is not an exhaustive list of duties and you will be requested to perform different tasks as necessitated by your changing role within the organization and overall business objectives of the organization.

**JOB SPECIFICATION**

**POSITION**  **DIESEL MECHANIC**

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|  |  | **ESSENTIAL** | **DESIRABLE** |
|  | **QUALIFICATIONS/**  **ATTAINMENTS** | * NVQ level 2/3 in plant maintenance. * At least 2-3 years’ experience in diesel mechanics. * Basic English. * Driving Licence. | HGV Licence |
|  | **RELEVANT EXPERIENCE** | * PSV preparation. * Hydraulics. * Maintenance of Vehicles & Plant equipment. * Diagnostics and fault finding. | Welding experience |
|  | **SPECIAL ATTRIBUTES** | * Be a good communicator. * Have good verbal and written skills * Ability to problem solve. * Be able to work on own initiative. * Resilient in dealing with fast changing environment and to prioritise activities to ensure continued service of vehicles and fleet to service customer demands. * Be able to attend and repair on roadside. * Conscientious and Industrious. * Be able to work as part of a team. | Knowledge of ISO9001\14001 & OHSAS 18001\ISO45001 |
|  |  | * Can comply with management direction and interpret instruction into action. * Common sense approach. * Health & Safety awareness. * Environmental awareness. |  |
|  |  |  |  |
|  | OTHER SPECIAL ATTRIBUTES | * Dependable and compliant nature. * Able to work with minimum supervision. |  |
|  | **CIRCUMSTANCES** | * Prepared to work overtime. |  |