

## Vehicle Mechanic(Technician)

<b>Unique Job Role</b>	Vehicle Mechanic(Technician)	<b>Date Last Updated</b>	26 - October - 2015
<b>Department</b>	Engineering	<b>Sub Division</b>	Engineering
<b>Direct Reporting To (UJR)</b>	Workshop Supervisor	<b>Dotted Reporting to (UJR) (if applicable)</b>	NA

### Job Purpose

To carry out the regular and breakdown maintenance of MWASALAT buses in order to ensure uninterrupted operations.

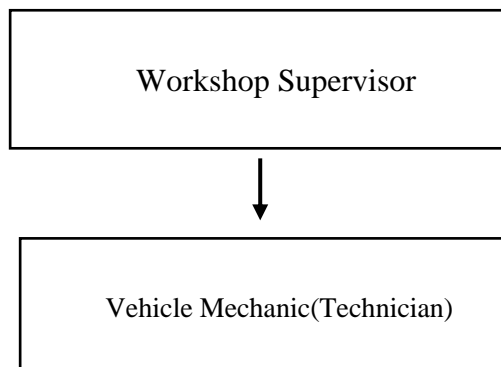
### Key Responsibilities

No.	Description
1.	To carry out regular preventive maintenance activities for all MWASALAT vehicles in order to keep vehicle available for operations as per requirement.
2.	To understand the driver's complaints; to conduct inspections and test and diagnose the problem before carrying out maintenance work.
3.	To repair engine, mechanical and electrical systems malfunctions; to replace parts and components and to repair body damage under the supervision of the charge hand and as per work allocation.
4.	To test and verify vehicle's condition by conducting test drives and other checks before releasing vehicle for operations.
5.	To file all required documentation as per guidelines.
6.	To perform other duties and responsibilities as assigned by supervisor/charge hand
7.	To adhere to all QHSE policies and guidelines at the workplace.
8.	To attend trainings and pursue other opportunities to enhance work related knowledge.
9.	Any other assigned duties from time to time.

## Accountabilities

No.	Key Result Areas (KRAs)	Key Performance Indicators (KPIs)
1.	Self-Management	<ul style="list-style-type: none"> <li>▪ Number of days absent (#)</li> <li>▪ Number of adverse remarks by supervisor (#)</li> </ul>
2.	Capability Building	<ul style="list-style-type: none"> <li>▪ Individual training hours (hrs.)</li> </ul>
3.	Personal Accountability	<ul style="list-style-type: none"> <li>▪ Number of days absent (#)</li> </ul>

## Organizational Chart



## Competencies

Competencies	Proficiency Level
▪ Collaboration and Team work	2
▪ Planning & Organizing	1
▪ Decision Making	1
▪ Analytical Thinking and Problem Solving	2
▪ Communication & Liaising	2
▪ Self-Management and Accountability	1
<b>B. Technical Competencies</b>	<b>Proficiency Level (1-4)</b>
▪ Industry & Organizational Awareness	1
▪ Compliance and Regulatory Expertise	1
▪ Problem Identification and Diagnostics	2

▪ Technical and Engineering Knowledge	<b>2</b>
▪ Maintenance Management	<b>2</b>
▪ Customer Service Orientation	<b>1</b>
▪ Equipment Use and Operation	<b>1</b>

### Key Stakeholders

<b>Internal Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ QHSE Department</li> <li>▪ Drivers</li> <li>▪ Inventory Department</li> <li>▪ Commercial &amp; Planning Department</li> <li>▪ Operations Department</li> <li>▪ Other department of MWASALAT as and when required</li> </ul>
<b>External Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ Passengers</li> </ul>

### Experience & Educational Requirements

<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>▪ Secondary School Certificate with practical experience not less than 5 years.</li> <li>▪ Preference to those who have professional qualification in the same field.</li> </ul>
<b>Other Skills</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in spoken and written English.</li> </ul>