



# Fleet Mechanic

Document  
Number:

JD-SS-04.01

## Job Description

Department:

Fleet Management

Effective Date:

December 14, 2015

Revision No

0

### I Reason for Existence

Responsible in inspection and repair of fleet equipment in order to maintain high equipment availability and reliability.

### II Duties and Responsibilities

1. Ensure an efficient repair and preventive maintenance for every equipment by following the standard procedures in order to meet high equipment availability and reliability:
  - a. Conduct inspection, repair and preventive maintenance of fleet equipment.
  - b. Request for parts and tools to be used during inspection, repair and preventive maintenance of equipment from Fleet Assistant/Supervisor.
  - c. Prepare Equipment Inspection Report (EIR) or relays the results to Fleet Supervisor.
2. All parts recovered during repair shall be properly surrendered and logged to Fleet Supervisor to ensure proper accountability.
3. Log any incoming and outgoing items being requested or returned to Fleet Assistant by using a logbook to ensure accountability and monitoring.
4. Conduct rescue repair upon equipment breakdown / accident, prepares and submits Rescue Form to ensure recording and documentation.
5. Secure all parts and tools issued by the Fleet Assistant / Supervisor and using the said parts and tools in an appropriate manner to avoid damage of parts and tools.

**DDC:** *Please refer to printed files for signatures of approvers.*

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6. Every day, before and after the day, perform cleaning of the motor pool to ensure safe and quality workplace.
7. Perform any other function as assigned by his/her immediate leader

### III Minimum Qualifications

1. High school graduate and at least passed any vocational course related to the job.
2. With two (2) years' experience as a mechanic of truck and trailers.
3. With integrity and diligence.
4. Can work within minimal supervision and in long hours.

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