	Chief Mechanic Job Description		Document Number: JD-SS-04.05
	Department: Fleet Management	Effective Date: June 19, 2017	Revision No 0

I Reason for Existence

The Chief Mechanic is responsible in performing a full range of skilled mechanical maintenance, diagnostic, inspection and repair duties on trucks and other vehicles. Act as lead person for the work of the other mechanics, and do other work as required.


II Duties and Responsibilities

1. Determine vehicle condition by conducting inspections and diagnostic tests; identifying worn and damaged parts.
2. Keep equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion.
3. Ensure an efficient repair and preventive maintenance for every equipment by following the standard procedures in order to meet high equipment availability and reliability;
4. Correct vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems, such as, power and drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics; completes machine shop operations; making adjustments and alignments including bearing loads, gear tooth contact, valve mechanisms, governors, oil systems, control linkages, clutches, and traction units.
5. Verify vehicle performance by conducting test drives; adjusting controls and systems.

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6. Comply with government vehicle requirements by testing engine, safety, and combustion control standards.
7. Maintain vehicle appearance by cleaning, washing, and painting.
8. Maintain vehicle records by annotating services and repairs.
9. Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs; performing good housekeeping
10. Conduct rescue repair upon equipment breakdown / accident, prepares and submits Rescue Form to ensure recording and documentation.
11. 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.
12. Perform other related duties that may be assigned by the management from time to time.

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	<h1>Chief Mechanic</h1> <h2>Job Description</h2>		Document Number: JD-SS-04.05
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III Minimum Qualifications

1. Must have at least Vocational Diploma in Auto Mechanic or related course.
2. Minimum of two (2) years working experience on the position with similar job description
3. Can work independently with minimal supervision.
4. Licensed driver with restriction 1, 2 and 3.
5. High stress tolerance

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