

## POSITION DESCRIPTION

**Position:** Mechanic  
**Reports to:** Richmond Depot Manager  
**Location:** 32 McPherson Street Richmond.

### KEY RESULT AREAS

#### Mechanics Responsibilities

- Keep Plant & Fleet available for use by inspecting and testing vehicles, completing all preventive maintenance such as, lube service, repairs, minor & major rebuilds.
- Maintain vehicle functional condition by listening to operator feedback, conducting inspections, repairing faults and failures, mechanical and electrical system malfunctions, replacing parts and components, repairing body damage.
- Verifies vehicle serviceability by conducting test drives, adjusting controls and systems.
- Ensure vehicles are kept clean and safe as required by LTSA and Others.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions, trouble shooting.
- Updates job knowledge by participating in ongoing professional development.

#### General Duties

- Perform general housekeeping duties, ensure Quality and Environmental requirements are met at all times.
- Attend to all reporting procedures associated with mechanic duties.
- Attend Company meetings as required.
- Such other duties as the employer may reasonably require.
- Work with other staff members to build and maintain a good team spirit.
- Always maintain open communication between yourself and all other staff.
- Maintain the security of all premises and property belonging to Sollys Freight (1978) Ltd.
- Observe and respect all Sollys policies.