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| **JOB DESCRIPTION- DRIVER MECHANIC**  **About this tool:** This is an example of a job description for a driver mechanic. This example should be adjusted to meet the needs of the organisation. | | |
| **Job description:** | Driver Mechanic | |
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| **Department:** | <enter department> | |
| **Location:** | <enter location> | |
| **Line manager:** | <enter line manager> | |
| **Subordinates:** | <enter subordinates> | |
| **General responsibilities:** | The Driver Mechanic is responsible for the Planned Preventative Maintenance of the <enter organisation name here> fleet. | |
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| **Area** | **Responsibilities** | |
| **Vehicle Checks** | ·         It is the responsibility of the Logistics Coordinator to provide training to the Driver Mechanic on relevant tasks which would allow him/her to complete the following tasks within the first 3 months | |
| ·         Quad Daily Check List – complete the mechanical checks of the quad daily check list | |
| ·         Vehicle Weekly Check List – complete the relevant weekly check list for each vehicle in the fleet, including the mechanical checks and the vehicle kit checks. | |
| **Services** | ·         It is the responsibility of the Logistics Coordinator to provide training to the Driver Mechanic on relevant tasks which would allow him/her to support them in completing the <enter organisation name here> Standard Vehicle Services within the first 6 months | |
| ·         It is the responsibility of the Logistics Coordinator to provide training to the Driver Mechanic on relevant tasks which would allow him/her to complete the <enter organisation name here> Standard Vehicle Services within after 1 year as an assistant mechanic | |
| **Vehicle Log Book** | ·         It is the responsibility of the Driver Mechanic to ensure that the Daily Movement Sheets are completed correctly after each vehicle returns to the base | |
| ·         It is the responsibility of the Driver Mechanic to ensure that the Daily Movement Sheets are collected from each vehicle each day and given to the Logistics Coordinator in an organised fashion | |
| **Quad Preparation** | ·         The assistant mechanics are responsible for ensuring that the Quads kits (as per the quad daily check lists) are present and complete before any quad departs. All discrepancies must be noted to the Logistics Coordinator | |
| **Generator Servicing** | ·         It is the responsibility of the Logistics Coordinator to provide training to the Driver Mechanic on relevant tasks which would allow him/her to support them in completing the Service of the base Generator within the first 6 month | |
| **Workshop** | ·         The Driver Mechanic is responsible for ensuring that the workshop is clean and tidy at the end of each working day | |
| ·         The Driver Mechanic is responsible for ensuring that the workshop tools are put away in their allocated location at the end of each working day | |
| ·         It is the responsibility of the Logistics Coordinator to provide training to the Driver Mechanic on using all of the workshop equipment within the first year | |
| **Other** | ·         Undertake other duties that may be determined by the Logistics Coordinator | |
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| **Indicative profile** | | |
| **Education** | | Primary |
| **Languages** | | English |
| **Experience** | | NGO experience and Mechanical Experience are an advantage |
| **Skills** | | Computer Skills – including proficiency in Email, Microsoft Excel and Microsoft Word are an advantage |