**JOB DESCRIPTION- FLEET MECHANIC**

**About this tool:** This is an example of a job description for a fleet mechanic. This example should be adjusted to meet the needs of the organisation.

|  |  |
| --- | --- |
| **Job Description:**  | **Fleet Mechanic** |
|   |   |
| **Department:** | Logistics |
| **Location:** |  <enter location> |
| **Line manager:** | Logistician |
| **Subordinates:** |  <enter subordinates> |
| **General responsibilities:**  |  <enter general responsibilities> |
|  |   |
| **Responsibilities** |   |
| Determine vehicle condition by conducting inspections and diagnostic tests, along with identifying worn and damaged parts needing repair or replacement.  |
| Request parts or materials as needed for repairs or servicing |
| Attend break downs in the field  |
| Check and authorise all maintenance requests and spare parts purchase orders provided by Field Mechanics |
| Provide training to field mechanics in areas of Planned Preventative Maintenance, Daily and Weekly Checks |
| Spot check execution of daily and weekly checks by drivers |
| Provide guidance and feedback to all drivers regarding the condition of their vehicles and ways in which they can adapt their driving to reduce wear and tear |
| Provides advice to the LogCo regarding maintenance issues |
| Oversee work undertaken by 3rd party maintenance providers for example ensuring that spare parts are genuine and that work is done to a high standard |
| Fleet Mechanic will ensure that all drivers complete logbooks regularly and comprehensively  |
| Familiarise him/herself with the contents of each vehicle’s Owner’s Manual and encourage drivers to do the same |

|  |
| --- |
| **Responsibilities (Continued)** |
| Read and comprehend technical manuals and schematics or other related instructional materials necessary to make repairs that comply with technical specifications |
| Perform all preventive maintenance and repair work necessary on fleet vehicles and equipment including engine system diagnostics.  |
| Update vehicle inspection reports and maintenance records.  |
| Ensure compliance with federal and state vehicle repair requirements.  |
| Maintain a clean and organised working environment.  |
| Perform duties as a driver when necessary, this will be conducted inline with the existing Merlin driver policy  |
| Safely use all shop tools and equipment related to vehicles |
| Encourage health and safety practices including the wearing of overalls, safety goggles etc.  |
| Practice safe operation procedures and comply with safety requirements at all times |
| Maintain technical skills by periodically up-grading knowledge and attending required training |
| Complete accurately and comprehensively all documentation associated with the fleet and its maintenance classes to meet changing technology |
| Maintain a neat and clean work area |
| Perform other related duties as assigned |
|   |   |
| **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 |