



POSITION: Heavy Vehicle Technician

REPORTS TO: Workshop Manager

AWARD: Federal Vehicle Industry Repair, Service & Retail Award 2010

EMPLOYMENT STATUS: Permanent - Full Time

### JOB SUMMARY:

Responsible to the Workshop Manager under supervision for the diagnosis, repair & maintenance of a variety of vehicles including trucks, trailers, buses, earthmoving & agricultural machinery and all documentation associated with it.

### KEY DUTIES AND RESPONSIBILITIES:

The key duties and responsibilities of this role include, but are not limited to:

- Vehicle Diagnosis, Repair & Maintenance
- Diagnose, overhaul, repair, tune, maintain & test diesel vehicles including trucks, buses, earthmoving equipment, tractors, stationary engines & agricultural machinery.
- Detect mechanical & electrical faults by using instruments that check charging & starting circuitry, batteries, ignition & ignition timing, fuel injection systems & speed control, cylinder compression, engine condition, braking efficiency, wheel balance & wheel alignment.
- Repair & maintain the hydraulic components of diesel and petrol/gas engines that are used to power attachments such as hoists, booms, scrapers, buckets & augers.
- Use oxy-, TIG & MIG welding, hand fitting or machining processes to replace or repair faulty parts.
- Attend to service calls off-site as required or requested.
- Share expertise knowledge with apprentices and help them acquire skills necessary to become a Qualified Heavy Vehicle Technician.

### Customer Service:

- Meet internal & external customer requirements for product quality, specification & delivery.
- Respond promptly to requests for service and assistance both internally and externally.

### Maintenance of Plant & Equipment:

- Maintain a clean & tidy work area by replacing tools into allocated storage & cleaning the work area at the completion of each job.
- Keep pit areas clean & tidy.
- Comply with procedures related to the use of shared facilities eg. staff room, toilets, motor vehicles etc.

### Record Keeping:

- Clock on/off jobs cards using the company computer system.
- Check daily times at the end of each shift to ensure they are correct – forward corrections to the Service Admin team.

- Complete Repair Order by writing up description of every job you carry out, describing what repairs were done, including any consumables used. Justify the time spent on the job.

### Training:

- Attend training as required.
- Consult with your Trainer/Supervisor re any problems.
- Undertake self development activities.

### Staff Relationships:

- Liaise regularly with Workshop Leading Hand or Workshop Manager regarding suggestions to problems related to workshop functioning.
- Liaise with Workshop Manager regarding workshop requirements.
- Work with and assist apprentices as required.
- Contribute to internal committees (ie First Aid, Fire Warden, OH&S, etc) – if applicable.

### Maintain a Professional Standard:

- Participate in at least one day of training per year related to the work area.
- Participate in an annual feedback forum and other quality control activities.
- Follow company policies and procedures and maintain confidentiality.
- Attend meetings as required.
- Constantly evaluate individual performance to ensure maintenance of a satisfactory standard in all areas of work.
- Treat all people with the utmost respect, work ethically & with integrity.
- Identify and resolve problems in a timely manner and develop alternative solutions.

### Work Health, Safety & Welfare:

- Work in a safe manner, ensuring all safe work procedures & company policies are adhered to at all times to maintain your own health & safety and a duty of care to others.
- Do not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Immediately report any hazards or unsafe practices to the Workshop Manager or Work Health & Safety Co-ordinator.
- Wear PPE when required.
- Attend WH&S meetings as required.

### KPI'S:

- Maintain a minimum of 80% productivity.
- Maintain 100% or higher efficiency.
- All repair details to be written on job cards.
- Accuracy of time clockings.
- Zero rework of repairs performed by you.

### QUALIFICATIONS AND EXPERIENCE:

- Certificate 3 in Heavy Vehicle Mechanical Technology.
- Experience in the automotive industry including sound knowledge of service operations.
- Forklift Licence (Preferred)
- Current Driver's License.

### ESSENTIAL PERSONAL ATTRIBUTES:

- Mechanical Aptitude.
- Ability to read and interpret information from service manuals.

- Good literacy, numeracy, listening, verbal & non-verbal communication skills that I can adapt to suit different personalities.
- Good organisational skills and keep myself accountable for the roles & responsibilities of my job.
- Must be punctual, reliable & self motivated .
- Keen desire to learn with an ability to work autonomously as well as being an integral part of an efficient team.
- Ability to prioritise & plan work activities, complete tasks accurately and on time or arrange an alternate plan to meet management & customer expectations.
- Able to cope with the physical demands of the job.
- Willingness to support & demonstrate Tatiara Truck & Trailers core values.
- Have a professional appearance and dress appropriately for my role & take pride in how I look.
- Be an active team member who is committed to working with co-workers to complete tasks & achieve collective goals.
- Willingness to seek help & learn the way things are done within the company to be the best I can be.
- Be open to supporting the local community & get involved in company fundraising efforts & company social events.
- Availability to work rostered Saturday morning shifts.

I agree to all my duties & responsibilities set out in this Job Description.

## OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Code of Conduct
- Work Health & Safety Policy

## COMMERCIAL-IN-CONFIDENCE

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