



## Mechanic Position Description

Reports to:	Service Centre Manager
Position Objective:	The workshop mechanic will be responsible for completing all necessary workshop tasks and duties to industry standards and time frames.
Qualifications & Requirements:	<ul style="list-style-type: none"> <li>~ Trade certificate</li> <li>~ Current driver license (mandatory)</li> <li>~ Basic computer understanding</li> <li>~ Ability to deal with customers effectively and efficiently</li> <li>~ Ability to read and comprehend workshop/service manuals and technical information websites</li> </ul>
Key Responsibilities:	<ul style="list-style-type: none"> <li>~ Carry out mechanical repairs and servicing to meet or exceed industry standards within required time frames</li> <li>~ Undertake work in a safe manner</li> <li>~ Display workmanship to industry and Cooper Automotive standards</li> <li>~ Demonstrate care of equipment and tools</li> <li>~ Provide excellent customer service</li> <li>~ Work well and communicate in the team environment</li> </ul>
Duties:	<ul style="list-style-type: none"> <li>~ Vehicle Servicing</li> <li>~ Mechanical repairs &amp; diagnostics</li> <li>~ Car washing &amp; vacuum</li> <li>~ Cleaning of workshop and other duties from time to time</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>~ Comply with reasonable and lawful instructions given by the manager / employer</li> <li>~ Use personal protective equipment if provided and instructed on how to use it</li> <li>~ Do not wilfully or recklessly interfere or misuse any worksite equipment or vehicles</li> <li>~ Must not place yourself or others in danger</li> <li>~ Attend and actively participate in training</li> </ul>

Authority in workplace	Freedom to act within qualifications however purchases cannot be made without Service Centre Managers approval.
Personal Attributes	<ul style="list-style-type: none"> <li>~ Attend work in a neat and clean manner</li> <li>~ Be aware of personal hygiene</li> <li>~ Be friendly and professional when dealing with customers</li> <li>~ Self motivated with a continuous improvement attitude</li> <li>~ Able to problem solve and strive for efficiency in all processes and workflows</li> <li>~ Ability to work independently and schedule work to meet deadlines</li> <li>~ Ability to identify any issues or training needs to management</li> </ul>
Quality	<ul style="list-style-type: none"> <li>~ Carry out tasks with the aim of minimising errors, waste and time</li> <li>~ Ensure that data/ information provided is accurate and true</li> </ul>

**Authorised by:**

Date authorised: 6/12/2016

Glen Mackenzie

General Manager

Date to be reviewed: As required