



**CAREER OPPORTUNITY**

<b>JOB TITLE</b>	<b>Diesel Mechanic</b>
<b>COMPANY</b>	Universal Paper Manufacturers
<b>DEPARTMENT</b>	Maintenance

**PURPOSE OF THIS POSITION**

Performs duties of a trained diesel mechanic looking to expand their knowledge by being involved in the inspecting, repairing, and maintaining of petrol/diesel/electric forklifts, reach trucks, fleet vehicles, diesel generators, and tractors. Servicing of all vehicles or equipment.

**JOB TASKS & RESPONSIBILITIES**

**Productivity**

- Determines vehicle condition by conducting inspections and diagnostic tests; identifying worn and damaged parts.
- Keeps equipment available for use by completing preventive maintenance schedules, installing components and part upgrades
- Corrects vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems.
- Track time worked on each vehicle by type of repair and using standard time estimates based on industry standards.
- Identify and respond to inquiries where actual times vary from estimated times.
- Complete appropriate reporting on vehicle repairs and maintenance to manager.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by annotating services and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Keeps supplies ready by inventorying stock and verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading and understanding technical and regulation publications.
- Schedule and arrange for outsourcing of repairs if necessary.
- Respond to service calls.

**Safety**

- Ensure that all safe working procedures are adhered to at all times.
- Ensure that all employees are wearing their PPE and are inducted.
- Ensure that the housekeeping is always at an exceptional level.
- Ensure that any unsafe practice is identified and reported immediately.
- Develop housekeeping improvement plans
- Zero Injuries
- Completed monthly documentation
- Housekeeping

**Maintain operational costs within the budget**

- Assist with the development of the set-out budget.
- Ensure that operational costs are monitored and controlled.
- Develop cost minimisation programmes

**People Management**

- Ensure staff are suitably trained.
- Execute training needs analysis and implement action plans.
- Develop succession plans.
- Control leave planning in conjunction with co-workers.
- Assist with the development of the Workplace Skills Plan.
- Demonstrate the company values at all times.
- Lead the team in alignment with departmental and objectives

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

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| <ul style="list-style-type: none"> <li>- Knowledge of Vehicle Systems</li> <li>- Mechanical Aptitude</li> <li>- Equipment Management Practices</li> <li>- Electrical and Hydraulic Systems</li> <li>- Diesel Technology</li> </ul> | <ul style="list-style-type: none"> <li>- Communication Skills, Written and Verbal</li> <li>- Ability to follow/ interpret instructions</li> <li>- Ability to perform manual labour/ meet physical requirements</li> <li>- Interpersonal Skills</li> </ul> |
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- Occupational Hazards and Safety
- Precautions
- Local Agency Procedures/ Standard
- Design Principles
- Welding and Cutting
- Technical Communication/Report Development Skills
- Organizational Skills/Attention to Detail
- Ability to work a flexible/irregular schedule
- Analytical, Mathematical, or Problem-solving Skills
- Ability to work well on a team
- Possess a good attitude/work ethic
- Time and Task Management Skills
- Ability to work well independently
- Possess professional judgement

MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"><li>1. Matric</li><li>2. Trade school certification or additional vocational training preferred.</li><li>3. 2-5 years of experience required.</li><li>4. Driver's license required.</li></ol>	<ul style="list-style-type: none"><li>- Submit your CV to Shamiel at <a href="mailto:snarrandes@upap.co.za">snarrandes@upap.co.za</a></li><li>- Proof of qualifications must accompany the application.</li></ul>