

TEGRA AUSTRALIA

DIESEL PLANT MECHANIC

JOB REFERENCE AND GENERAL REQUIREMENTS

Summary:

Primarily as Diesel Plant Mechanic at the Tegra workshop, however other duties include:- repairs and maintenance to vehicles, trucks and plant, work in a safe manner, cleaning and maintaining plant and equipment, maintain a clean presentable workplace, any other duties as directed and to work and co-operate as a productive team member of the Tegra group.

Hands on Duties Include but are not limited to:

- Report vehicle, plant and equipment faults and servicing requirements to the Fleet Manager;
- Repairs and maintenance to mobile and fixed plant – agitator trucks; truck & dog, semi-trailer and B-double combination haulage trucks; tipper and flat top trucks; front end loaders; forklifts and other plant as directed by the Fleet Manager;
- Adhere to the requirements of the Tegra NHVAS Policy and Tegra Maintenance Procedures Manual and in accordance with NHVR or OEM specifications;
- Complete paper work and Gearbox entries as required by company policy and NHVAS;
- Work supervision of trainees/apprentices;
- Housekeeping duties such as maintaining a clean and presentable workplace, workshop, tools and amenities;
- Liaise with the Fleet Manager, drivers and operators with regard to servicing, maintenance and breakdown of vehicles, plant and equipment;

Clerical Duties Include:

- Ensure the correct entries are made in the Gearbox program in relation to Maintenance, Servicing and Repairs and are signed off upon repair/service completion;
- Complete and submit to the Fleet Manager vehicle and plant maintenance management documentation- job cards, invoices, WHS documentation, timesheets etc;
- Complete and submit Purchase Order for all purchases clearly identifying parts ordered and for which vehicle and/or plant as necessary under direction of the Fleet Manager;

General:

- Commit to always providing the highest level of company service;
- Ensure at all times you are appropriately dressed and presented in accordance with company policy and procedure;
- Conduct yourself in a proper and professional manner in accordance with company policy and procedure;
- Work in a safe manner in accordance with company WHS policy and procedures;
- Attend training seminars or courses as required;
- Complete in-house induction and training;

Qualifications:

- Hold the appropriate Automotive Mechanical Technology qualification;
- Experience in heavy vehicle maintenance, repairs and operations;
- Hold a current Driver's Licence;
- Heavy vehicle Driver's Licence advantageous;
- Have General Induction White Card;
- Load shifting competency and Forklift operator's licence preferable;

Reporting:

- Report directly to the 'Fleet Manager' or in his absence to senior management;