



**DEMERARA HARBOUR BRIDGE CORPORATION
NON-MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	JUNIOR MECHANIC	LOCATION:	ASPHALT PLANT
REPORTS TO:	SENIOR PLANT MECHANIC	GRADE:	
DEPARTMENT:	PLANT OPERATIONS	SECTION:	MECHANICAL

SUMMARY STATEMENT

Responsible for assisting with the assembling, setting up, adjusting, maintaining and repairing all types of industrial equipment, conveyor system and asphalt plant components.

**D U T I E S
R E S P O N S I B I L I T I E S
T O F
J O B
R E Q U I R E D**

DESCRIPTION OF DUTIES:

OPERATES and **INSPECTS** all plant and mechanical equipment to diagnose defects.

INSPECTS, DIAGNOSES and **PERFORMS** repair and maintenance to all plant and mechanical equipment.

DISMANTLES and **REASSEMBLES** plant and mechanical equipment using appropriate tools to examine parts for defects and excessive wear and tear.

LUBRICATES and **OILS** mechanical parts.

PERFORMS preventative maintenance of all types of plant and mechanical equipment to minimize unplanned downtime; **ANTICIPATES** problems and **IDENTIFIES** opportunities for improvement.

REPAIRS conveyor belts, feeders and hydraulic systems.

REPLACES and **INSTALLS** bearings, speed reducers, shafts, pulleys, idlers, motors, couplings etc.

RECORDS problems and repairs required to Generator in log book. **RECORDS** time and parts used on the appropriate forms.

REPORTS all mechanical problems to **Supervisor**.

ENSURES compliance with all health, safety and environmental regulations.

PERFORMS general cleaning and maintenance of work areas.

The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

QUALIFICATIONS PROFILE

JOB TITLE: JUNIOR MECHANIC		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Technical certification in Mechanical Engineering obtained at the Government Technical Institute or similar institution.
2	EXPERIENCE/JOB KNOWLEDGE	Semi-Skilled Clerical, Vocational and other related workers requiring periods of exposure from entry up to a period of three to five years to grasp the basic requirements and understand all aspects of the job. The ability to manipulate hand and power tools to fit, assemble and repair parts on machinery and equipment. Must be familiar with examining drawings and work orders to obtain specifications for parts and plan sequence of operations.
3	TECHNICAL/PROFESSIONAL	Application of advanced skills in techniques or practices which require professional or technical qualification to practice them. Such skills are acquired by practical experience and training.
4	PROBLEM SOLVING /DECISION MAKING	Normal range of activities confined within one Department or across Department/Section. Tasks and problems are fairly homogenous and relate to a limited variety of skills.
5	INTERPERSONAL	The interpersonal contacts are with employees within the Department and employees in different Departments/Sections, where information is requested or provided or where routine queries are dealt with.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for assembling, setting up, adjusting, maintaining and repairing all types of industrial equipment, conveyor system and asphalt plant components.
7	PROCEDURES/REGULATIONS/COMPLIANCE	Good knowledge of relatively complex processes, techniques and practices in order to carry out a variety of operations and maintain systems. Work requires knowledge of the processes, techniques and practices involved in the particular activity to execute assigned tasks using agreed methodologies, procedures and analytical techniques. Laws, Regulations, Policy Guidelines, Directives, Operating Manuals and Precedents are provided.
8	TEAMWORK	Completed work is usually evaluated for technical soundness, applicability, and compliance with quality requirements.
9	WORKING ENVIRONMENT/SAFETY OF OTHERS	Moderate risks or discomforts which require special safety precautions. Employees may be required to use protective clothing or gear such as masks, coats, boots or gloves.