



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

<b>JOB TITLE:</b>	<b>MECHANIC</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>WORKSHOP SUPERVISOR</b>	<b>GRADE:</b>	<b>04</b>
<b>DEPARTMENT:</b>	<b>-</b>	<b>SECTION:</b>	<b>MECHANICAL</b>
<b>SUMMARY STATEMENT</b>	Responsible for the maintenance, troubleshooting and repair of automotive, marine, heavy truck, generator and machinery fleet.		
<b>DUTIES TO BE RESPONSIBLY PERFORMED</b>	<b>DESCRIPTION OF DUTIES:</b>		
	<b>CONDUCTS</b> preventative and predictive maintenance and inspections of vehicles. <b>COMMUNICATES</b> information to update the fleet management programme for vehicles.		
	<b>PERFORMS</b> daily checks of vehicles, east and west generators, compressors, lighting, small mobile generators, hydraulic hose, pins on the ramp, roller guides, retractor span and welding generator twice a week.		
	<b>TROUBLESHOOTS, REPAIRS</b> or <b>REPLACES</b> worn or damaged components.		
	<b>COMPLETES</b> and <b>UPDATES</b> daily service logbook and maintenance board.		
	<b>TESTS</b> installed equipment and <b>MAKES</b> necessary adjustments.		
	<b>DISMANTLES</b> machinery as necessary to gain access to internal parts and makes and reconditions parts.		
	<b>TESTS – RUNS</b> machines and equipment; <b>OBSERVES</b> operation of parts; and <b>VERIFIES</b> repairs.		
	<b>RECORDS</b> problems and repairs required in log book. <b>RECORDS</b> time and parts used on the appropriate forms.		
	<b>REPORTS</b> all mechanical problems to <b>Supervisor</b> .		
<b>MAINTAINS</b> a clean, safe and orderly shop.			
<b>ENSURES</b> compliance with all health, safety and environmental regulations.			
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

<b>JOB TITLE: MECHANIC</b>		
<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>
<b>1</b>	<b>EDUCATION</b>	Five (5) GCE 'O' Levels or CXC General up to Grade II, including English Language, Mathematics, Integrated Science, Information Technology, Electronic Data Processing Management. Ability to obtain specifications from drawings and work aids. Advanced DOS and Windows knowledge. Proficiency in a specific aspect of Service Operations after organised training of not less than ten (10) weeks, with three (3) to five (5) years' experience.
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	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.
<b>3</b>	<b>TECHNICAL/ PROFESSIONAL</b>	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.
<b>4</b>	<b>PROBLEM SOLVING /DECISION MAKING</b>	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.
<b>5</b>	<b>INTERPERSONAL</b>	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.
<b>6</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for the maintenance, troubleshooting and repair of automotive, marine, heavy truck, generator and machinery fleet.
<b>7</b>	<b>PROCEDURES/ REGULATIONS/ COMPLIANCE</b>	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.
<b>8</b>	<b>TEAMWORK</b>	Completed work is usually evaluated for technical soundness, applicability, and compliance with quality requirements.
<b>9</b>	<b>WORKING ENVIRONMENT/ SAFETY OF OTHERS</b>	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.