

**VISION STATEMENT:**

To be the leading dual-sector university in the Pacific.

**MISSION STATEMENT:**

To serve the people, the economy and society of Fiji and the wider Pacific region, by providing education and training for employability, with an excellent student experience; carrying out research with real-world impact, aligned to national priorities and with global relevance; engaging proactively with stakeholders, in our communities, nation and region; and demonstrating leadership in sustainability.

**1. POSITION DETAILS**

Position : Mechanic  
Incumbent : Specimen  
Division : Estates & Facilities  
Department : Facilities Management  
Location :  
Reports to : Director Estates & Facilities through Facilities Management

**2. PURPOSE**

Keeps equipment available for use for inspecting and testing vehicles, completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters and panel beating.

**3. ORGANISATION CHART**

Position of Your Immediate Supervisor: Facilities Coordinator

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

#### 4. KEY ACCOUNTABILITIES

- Maintains vehicles functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
  - Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
  - Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
  - Maintains vehicle appearance by cleaning, washing, painting and panel beating.
  - Maintains vehicle records by recording service and repairs.
  - Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
  - Contains costs by using warranty, evaluating service and parts options.
  - Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
  - Updates job knowledge by participating in educational opportunities; reading technical publications.
  - Overall responsibility includes playing the role of a garage serviceman who is employed wholly or mainly in the maintenance and repair of vehicles or performing one or more of the following classes of work: examining defective vehicles to ascertain the nature or location of defects, dismantling and/or replacing damaged parts, grinding valves, relining brakes, rebasing steering mechanism, testing vehicles for road worthiness.
- General Responsibility to undertake all other duties as directed by the supervising officer, the Director, Dean, or the Vice Chancellor.

#### 5. KEY CHALLENGES

- Handling multiple requests for vehicle repairs within a short time.

#### 6. AUTHORITY LEVEL

- Operating Expenditure :.....
- Capital Expenditure :.....
- Others : .....

## 7. QUALIFICATION AND EXPERIENCE

### Essential

- Diploma in Automotive Engineering with at least 3 years of related work experience Or trade certificate/ certificate IV in automotive engineering with 4 years related experience.
- Applicant with Trade test 2&3 with at least 4 years of experience may also be considered.
- Applicants with strong industry experience in automotive or mechanical engineering on heavy and light goods vehicle with more than 7-10 years of relevant experience with at least secondary or vocational level education may also be considered.
- Driving licence is mandatory. A PSV licence would be desirable but not mandatory.

## 8. KNOWLEDGE & SKILLS

- Demonstrate strong customer service skills.
- Good oral and written English language skills.
- Computing skills – able to use basic office software.
- Good Interpersonal skills – ability to put staff, clients, and the public at ease in conversations.
- Team player.

## 9. WORKING RELATIONSHIP

INTERNAL	Frequency
Director, Manager, Support Staff, Head of Department, Head of School, Dean(s), Vice Chancellor, Staff and students	Daily

## 10. JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS:

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.