

## Tuvalu Government – Job Description



<b>Position Title:</b>	Chief Mechanic	
<b>Level and Salary (P/L):</b>	T1 – T3	\$15,448 - \$29,287
<b>Ministry and Division:</b>	MHACCE	Department of Waste Management
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Director	

**JOB PURPOSE: (a short 1-2 line summary of the job)**

Provide technical expertise and manual skill in the inspection, servicing, and repair of all waste management plants and machineries for Funafuti and the outer islands.

**KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)**

1. Repair and maintain plant and machinery as required and identify all mechanical problems with failing parts to be order.
2. Mechanical advice and training to all plants, vehicle and machinery operators of plant in relation to daily care and maintenance;
3. Commissioning of plant and machinery procured by the Government through the Department of Waste Management for use in Tuvalu's waste management operations; and other functions as requested by DWM.
4. Identify and recommend most suitable tools and parts for plants, vehicles and machineries maintenance and servicing.
5. Any other work given by the Director

**MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)**

- 1.1 Keeps equipment available for use by inspecting and testing vehicles and other machineries; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters
- 1.2 Maintains vehicle and other machineries 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
- 1.3 Verifies vehicle and other machineries serviceability by conducting test drives; adjusting controls and systems.
- 1.4 Complies with vehicle requirements by testing engine, safety, and combustion control standards
- 1.5 Maintains vehicle and other machineries appearance by cleaning, washing, and painting.
- 1.6 Maintains vehicle and other machineries records by recording service and repairs.
- 1.7 Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs
- 1.8 Will be travelling to all Outer Islands for servicing and maintenance of DWM equipment

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- 2.1 Develop and design all Mechanical maintenance operation time charts or schedule charts
- 2.2 Submit a monthly report on Mechanical operations to the Director
- 2.3 Conduct meetings with Operators and Drivers
- 3.1 Conduct and submit performance report to DDWM and EO for fund approval
- 3.2 Contains costs by using warranty; evaluating service and parts options.
- 3.3 Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- 4.1 Inspects and tests vehicles to ensure is fully safe to use/drive on the road.
- 4.2 Reports irregularities and equipment misuse to Director.
- 4.3 Stock taking vehicles and machineries parts needed every week and report to waste operational officer.
- 5.1 Support the Director on any given task.

### MANDATORY REQUIREMENTS:

- Qualifications Diploma in Automotive and Heavy Plant Engineering, Mechanical Engineering or equivalent in work experience and training
- Work Experience for more than 5 years in the field or relevant field
- Strong motivation to improve the quality and standard of Plant and machinery
- Willing to cooperate with other workmates
- Good communication skills (written and oral) in English and Tuvaluan.
- Good knowledge of automobile plant systems.

### DESIRABLE REQUIREMENTS:

- Good written and oral communication skills (Tuvaluan and English)
- Willingness to learn and assist to be trained in related field works
- Ability to work well in a team
- Sound time management skills