



## Vacancy Notice

### An opportunity exists within the Generation Department, Cul de Sac to fill the position of Vehicle Mechanic

#### **JOB SUMMARY**

To perform routine electrical and mechanical preventive maintenance, including oil changes and tune-ups on the Company's fleet of vehicles, to help prevent issues and ensure proper performance and safety of vehicles.

#### **ESSENTIAL DUTIES**

- Conducts inspections on vehicle electrical and mechanical components and engines and performs routine maintenance and repair works, to ensure proper performance and safety;
- Inspects internal systems and controls to ensure vehicles are operating properly and in compliance with regulatory requirements
- Collaborates with Garage Supervisor and other mechanics, when necessary, to accurately diagnose problems for the safe and reliable repair of the mechanical and electrical components of vehicles;
- Performs preventative maintenance on vehicles, such as oil changes, flushing and replacing fluids, replacing brakes, among others, to minimize incidences of malfunction and to increase operational reliability;
- Performs test drives, inspections, and other diagnostic tests on vehicles to identify problems and to determine which parts need to be repaired or replaced;
- Road-tests vehicles after routine maintenance and repairs to verify that the works undertaken are correct and the vehicles perform as intended;
- Performs preventive maintenance and repairs works on garage equipment and tools to minimize incidences of malfunction and downtime, to enhance the lifespan of tools and equipment and to ensure high work quality;
- Issues and documents the issuance of petrol to all company vehicles to facilitate the monitoring of fuel consumption and timely scheduling of supply tank refill;
- Assesses damaged Company vehicles at accident scenes, to determine whether vehicles can be safely driven back to the Company grounds at Cul-de-Sac.
- Collects and delivers company vehicles to and from the airports, as necessary, to facilitate access to transportation for staff traveling overseas on official Company business;
- Documents all works undertaken on vehicles, parts and service history to support knowledge sharing, enable proper maintenance tracking and monitoring of the health of the Company's fleet of vehicles, decrease troubleshooting time and to minimize risk of unscheduled downtime;
- Supports a safe work environment, by actively practicing the Company's safety and health policy and promoting a culture of safety, among others, to prevent/reduce workplace incidents, accidents or injuries;
- Updates the Garage Supervisor on operational matters by providing briefings as necessary, and submitting monthly reports to enable timely responses to issues and the implementation of improvement measures;
- Remains current in the knowledge of Automotive Mechanics by participating in educational opportunities, reading professional publications, networking, among others, to aid in the formulation of effective construction and maintenance solutions and initiatives;
- Performs any other job-related duties as may be assigned.

#### **KNOWLEDGE & SKILLS REQUIRED:**

##### **Education/Experience:**

1. Certificate/Diploma or other relevant Certification in Automotive Mechanics or related field plus at least one (1) year relevant experience.

##### **KNOWLEDGE & SKILLS**

- Sound knowledge of the principles of Automotive Mechanics;
- General knowledge of the Company's and departmental guidelines and standard operating procedures;
- Broad job knowledge and/or technical expertise relevant to the job, and ability to provide sound advice;
- Ability to operate automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment;
- Ability to service vehicles according to established preventive maintenance schedule, rotate and balance tires, change oil and filters, lubricate vehicle parts inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels;
- Ability to diagnose mechanical problems and perform repairs with general supervision and undertake welding and minor body work;
- Basic organizational and time management skills, ability to remain calm under pressure in a dynamic environment;
- Basic computer literacy skills; ability to manipulate software applications such as word processing, spreadsheets, databases and presentation programme;
- Effective interpersonal skills; ability to interact effectively with diverse individuals;
- Effective oral and written communication and active listening skills;
- Good numeracy skills with a high level of accuracy and keen attention to detail Ability to effectively develop and maintain relationships with management, staff, partners and stakeholders at all levels
- Good numeracy skills with a high level of accuracy and keen attention to detail;
- Ability to exercise initiative, judgment, tact and diplomacy in the execution of duties;
- Effective team player with a high level of emotional intelligence;
- Ability to integrate Company core values throughout all business practices;
- Ability to effectively develop and maintain relationships with management, staff, partners and stakeholders at all levels.

#### **APPLICATION**

If after reading the above you believe that you are the ideal candidate, we would like to hear from you. Please submit your application by sending a cover letter and resume addressed to our **Chief Human Resources Officer** on our career portal at [lucelec.catsone.com/careers](http://lucelec.catsone.com/careers). **Only shortlisted candidates will be contacted.**

**Deadline for receipt of applications - 4:30pm by Thursday, June 19, 2025.**