

JOB TITLE	Apprentice Diesel Mechanic
COMPANY	UPM
DEPARTMENT	Maintenance

PURPOSE OF THIS POSITION

Performs duties of a trained diesel mechanic looking to expand their knowledge by being involved in the inspecting, repairing, and maintaining of petrol/diesel/electric forklifts, reach trucks, fleet vehicles, diesel generators, and tractors. Servicing of all vehicles or equipment.

JOB TASKS & RESPONSIBILITIES

Productivity

- Determines vehicle condition by conducting inspections and diagnostic tests, identifying worn and damaged parts.
- Keeps equipment available for use by completing preventive maintenance schedules, installing component and part upgrades
- Corrects vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems.
- Track time worked on each vehicle by type of repair and using standard time estimates based on industry standards. Identify and respond to inquiries where actual times vary from estimated times. Complete appropriate reporting on vehicle repairs and maintenance to manager.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by annotating services and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs

- Keeps supplies ready by inventorying stock and verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading and understanding technical and regulation publications.
- Schedule and arrange for outsourcing of repairs if necessary.
- Respond to service calls.

Housekeeping

- Ensure that all safe working procedures are always adhered to.
- Ensure that all employees are wearing their PPE and are inducted.
- Ensure that the housekeeping is always at an exceptional level.
- Ensure that any unsafe practice is identified and reported immediately.
- Develop housekeeping improvement plans
- Zero Injuries
- Completed monthly documentation

MINIMUM REQUIREMENTS

1. N2 in related trade theory

APPLICATION

- Submit your CV to **Shamiek Narrandes** at snarrandes@upap.co.za