Job Description (Sample)	Company:_____
	Company Profile:
	_____
	_____

Job Title:	Mechanic	Date:	_____

General Job Description:

General maintenance and repair of all equipment used in the business. Includes the servicing of vehicles, shop equipment, and machinery used.

1. *Essential Duty (40%): Maintenance of Equipment*

   Tasks: Keep a log of all maintenance performed on equipment. Replace parts and fluids according to maintenance schedule. Regularly check gauges and loads for deviances that might indicate any problems with equipment. Perform non-routine maintenance as required. May involve limited supervision and training of operators performing maintenance.

2. *Essential Duty(40%): Repair of Equipment*

   Tasks: Requires inspection of equipment and a recommendation that a piece be scrapped or repaired. If equipment is to be repaired, mechanic will take whatever steps are necessary to return the piece to a working order. This might include partial or total rebuilding of a piece using various hand tools/equipment. Also, will primarily involve the overhaul and troubleshooting of diesel engines and hydraulic equipment.

3. *Essential Duty(10%): Testing and Approval*

   Tasks: Ensure that all required maintenance and repair has been performed and that It was performed according to manufacturer specifications. Approve and/or reject equipment, as being ready for use on a job.

4. *Essential Duty(10%): Maintain Stock*

   Tasks: Maintain inventory of all parts needed for the maintenance and repair of equipment. Responsible for ordering satisfactory parts and supplies and to keep it at the lowest possible costs.

Nonessential Functions:

Other duties as assigned.

Job Location:	_____ _____	Company Industry:	_____ _____
Job Role:	_____ _____	Joining Date:	_____
Employment Status:	☐ Full-time ☐ Part-time	Employment Type:	☐ Employee ☐ Internship, ☐ Contractor ☐ Temporary Employee

Monthly Salary Range:	_____ - _____	**Manages Others:**	☐ Yes ☐ No
Number of Vacancies:	_____	**Other:**	_____ _____

Skills:

Qualifications:

- Experience in vehicle and machinery maintenance.

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Career Level:	☐ Student/Internship ☐ Entry Level ☐ Mid Career ☐ Management, ☐ Executive/Director ☐ Senior Executive ☐ President/CEO	**Years of Experience:**	_____- _____ Years
Residence Location:	_____	**Preferred Gender:**	☐ Male ☐ Female
Nationality (s):	_____	**Education:**	_____ _____
Degree:	☐ High School or Equivalent ☐ Certification/Diploma ☐ Bachelor's Degree/Higher Diploma ☐ Master's Degree ☐ Doctorate	**Other:**	

Please Send Application to:

Name:	_____	**Email:**	_____
Address:	_____ _____	**Country:**	_____
City:	_____	**Zip/Postal Code:**	_____
Phone:	(____) _____	**Fax:**	(____) _____

External URL:	After you have completed this template, post your job on _____.
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