



**JOB DESCRIPTION:**  
**HEAVY DUTY PLANT MECHANIC**

**Overview of Role**

The tasks carried out by this position will include, but not be limited to, the service, repair and maintenance of earthmoving, construction and agricultural machinery as instructed by the service dept manager.

**Main responsibilities include:**

- Carry out designated tasks as outlined by workshop leading hand or the service department manager;
- Inspect machinery and develop a scope of repairs;
- Diagnose and fault find customer and operator complaints;
- Liaise with workshop leading hand or workshop supervisor to update on job progress and completion times;
- Carry out tasks in accordance with all Force Equipment Service & Hire policies and procedures;
- Work in and maintain a working environment with an acceptable level of housekeeping;
- Correctly use and maintain P.P.E. at all times;
- Complete and update Job Safety Analysis (JSA/JHA) prior to performing all work tasks.
- Use and maintain workshop tooling in accordance to working specifications and conditions.
- Report and assist in the analysis of incidents or potential hazards.
- Complete service reports of performed work tasks so as to relay such information to the customer;
- Maintain an accurate time-keeping record relating to work tasks;
- Monitor and record the use of workplace consumables;
- Assist in the training of apprentices and other workshop staff.

**Document Approval (HR Coordinator)**

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Mechanical Fitter	V1.0	1/7/2010