

JOB PROFILE

A. Job Information			
Job Title:	Heavy Duty Mechanic		
Job Grade:	J1		
Location:	Konongo		
Department:	HME		
Job reports to:	HME Supervisor		
Direct Reports to:	HME Supervisor	Level of Supervision:	Minimum

B. Job purpose:
<i>A brief statement outlining the overall purpose/reason for the existence of the job (one or two sentences).</i>
<ol style="list-style-type: none"> 1. Perform Hydraulics and Mechanical diagnostics on Caterpillar fleet of equipment and any other equipment models and different make. 2. To read Hydraulics and Transmission schematics on wide range of cat fleet of equipment 3. Ensure understanding, and maintain commitment to, both legislative and Northern Ashanti Mines responsibilities to Occupational Health and Safety, and Environmental Management Plan

C. Responsibilities/Key Objectives:
<i>List five to eight major activities and contributions to the organisation for which this job is held accountable</i>
1 Removes and installs machine components/ assist in component repairs, following procedures laid down in the appropriate service manuals and quality control
2 1. Perform preventative and predictive maintenance on mining machinery.
3 Troubleshoot and repair mechanical and hydraulic machinery.
4 Communicate with operators from other shifts to be abreast with machine conditions to minimize equipment's downtimes.
5 Responsible for the wellbeing of his/her toolbox, tooling & vehicles.
6 Return tooling to the Tool store daily in good clean working order and condition, otherwise report any damage to your Store man /supervisor.
7 Responsible for his/her own house keeping maintaining the highest standards.
8 Be able to perform all types of scheduled maintenance and Pre delivery Inspection (PDI) & assembly.

9	Troubleshoot and repair mechanical and hydraulic machinery.
10	Communicate with operators from other shifts to be abreast with machine conditions to minimize equipment's downtimes.
11	Responsible for the wellbeing of his/her toolbox, tooling & vehicles.
12	Cleans disassembled parts and makes them ready for inspection.
13	Always ensures his/her time is fully utilised if not reports to his/her line supervisor or Manager.
14	Able to work extra hours when requested by the Supervisor/Manager to meet deadlines.
15	Should be able to use the tools that are required for removal and installation, and for assembly and disassembly.
16	Uses appropriate literatures, reusability guidelines and manuals required for jobs he is assigned.
17	Responsible for proper labelling and storage of disassembled component and parts.
18	Ensure unused parts, if any, are returned to the warehouse before the job is closed.
19	Responsible to keep all replaced parts to be delivered to customers together with the repaired component or machine.
20	Responsible to report to his supervisor any damages or parts lost on the jobs he is carrying out.
21	Reports unusual events and explains to his supervisor when asked.
22	Follows company rules and regulations and appropriate safety measures and leads by example.
23	Perform other related jobs in the workshop as well as in the field when assigned by his Supervisor/Manager.
24	Liaise with the supervisors always and undertake any additional work assigned outside the scope above.
25	Ensure daily effective Maintenance repairs on heavy mobile equipment
26	Identify different types of jobs and report to Supervisor as required
27	
28	Follows company rules and regulations and appropriate safety measures and leads by example.
29	Perform other related jobs in the workshop as well as in the field when assigned by his Supervisor/Manager.
30	Liaise with the supervisors always and undertake any additional work assigned outside the scope above.
31	Ensure daily effective Maintenance repairs on heavy mobile equipment
32	Identify different types of jobs and report to Supervisor as required
	Any other tasks that may be assigned by senior leadership

D. Inherent Requirements of the Job

The minimum qualifications, skills, knowledge, experience and behavioural attributes are required to perform the job competently.

Minimum qualification/s Experience	<ul style="list-style-type: none"> Motor Vehicle Technician Part One or Two from a recognised institution or
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(A basic summary of the previous level of experience required to start in the position)	<ul style="list-style-type: none"> Diploma/ Degree in Mechanical Engineering from a recognise institution or Advance Trade Certificate from recognise institution <hr/> <ul style="list-style-type: none"> A minimum of five (4) years working experience on different cat range of equipment Shall have a valid Ghanaian driver's licences Maximum age limit 45 years Mincom certificate will be an advantage <hr/> <ul style="list-style-type: none">
Skills and Experience	<ul style="list-style-type: none"> Good understanding of original equipment Manufacturer (OEM) product range (Cat 777 D/E/F/G, Cat Track Type Dozers such as D8R, D9T and D10R &T, Cat 992K wheel Loaders, Cat Wheel Dozers and Cat 16H,16M & 16M3 Motor Graders Able to use electronic Technician (ET) to diagnose fault on different range of Cat Engines and Equipment In depth knowledge in troubleshooting fault and defect in hydraulic and Transmission system on Cat fleet Ability to speak and write good technical English Alert and observe, Corrects, stop and report unsafe act and conditions Proactive worker Be a team player, Self-Motivation, time management, Resourcefulness, Problem Solver and high goal achiever Excellent Work ethics, Self-motivated, able to work with a minimum supervision <hr/> <ul style="list-style-type: none"> Component Rebuilding experience will be an add on advantage

E. Job description agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.

We the undersigned agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.

Title	Name	Employee Number	Signature	Date



SEND APPLICATIONS TO:

THE RECRUITER
NORTHERN ASHANTI MINES LIMITED COMPANY
P.O.BOX 26
KONONGO

Email: info@northernashantimines.com