

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Workshop Assistant	Direct Reports:	
Reports to:	Technical Supervisor Mechanical and MT3	Internal Contacts:	Other Workshop Staff
Department:	Engineering	External Contacts:	Nil

JOB SUMMARY/ROLE:

To keep Workshop floor clean. To clean and paint Mechanical/Electrical equipment. To assist Mechanical Technicians, Electricians, A/C Technicians, Electro-mechanical technicians Electricians.

DUTIES AND RESPONSIBILITIES

1. Cleans Mechanical Workshop Floor;
2. Cleans and paints all mechanical equipment;
3. Degreases engines and mechanical parts'
4. Assists in removal and repair of equipment tyres;
5. Assists Mechanics, Electricians, Auto-Electricians and A/C Technicians as directed by Shop Supervisor;
6. Keeps all areas where stationery equipment is located clean e.g. Standby Generators, Cold Storage Condensing Units etc.
7. Attends to oil spills;
8. Cleans Pilot Boat Super Structure and barnacles and paints boat hulls;
9. Performs other duties as may be assigned from time to time;
10. Assists in general maintenance all navigational sites, airports and all sites owned and/or maintained by SLASPA;
11. Performs masonry works as required under the maintenance program;

QUALIFICATIONS, SKILLS & EXPERIENCE

- Primary School Leaving Certificate
- Two years post primary education with some experience working in a similar workshop environment
- Excellent interpersonal, communication skills.
- Excellent writing skills.
- Active listening skills.

FAVORABLE ATTRIBUTES

- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____

14 September 2021