

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Electro-mechanical Technician 1</b>	<b>Direct Reports:</b>	
<b>Reports to:</b>	Maintenance Supervisor Mechanical, Electrical, Ventilation & Air Conditioning	<b>Internal Contacts:</b>	All Departments
<b>Department:</b>	Engineering (Southern Division)	<b>External Contacts:</b>	Contractors, Engineers, Suppliers etc.

### **JOB SUMMARY:**

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The Electro- Mechanical Technician will be primarily responsible for the inspection, maintenance and repair of all Mechanical Equipment including Container Handlers, Cargo handlers, Marine Equipment, Navigational and all other land and sea-based equipment.

### **DUTIES AND RESPONSIBILITIES**

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- 1) Ensures that all Mechanical systems are in a proper state of repair and are safe.
- 2) Services and repair all equipment according to maintenance schedule provided.
- 3) Assist with breakdowns.
- 4) Assist with the inspection services and testing of all major equipment in accordance with equipment manuals
- 5) Assist with audits and updates inventory.
- 6) Isolates and reports all mechanically unsafe systems.
- 7) Assists in monitoring all electrical and electronic control systems for mechanical equipment to ensure they are in a proper state of repair
- 8) Assists with testing performance of electromechanical assemblies and records test results and reports on fault finding for immediate or future action.
- 9) Regularly completes forms related to routine and preventive maintenance.
- 10) Provide direct assistance and oversight for maintenance of mechanical equipment at the HIA and PVF.
- 11) Any other duties as assigned by the department and Organization.

## **QUALIFICATIONS, SKILLS & EXPERIENCE**

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- Diploma /Associate Degree /Certificate in Electronics Engineering, Mechanical Engineering, Automotive Engineering, Diesel Mechanics, Power Engineering or Related Field
- Proficiency in three phase wiring systems, including motors and generators.
- Proficiency in interpretation of schematics for installation and troubleshooting.
- Minimum of 5 years working in basic and heavy equipment repairs
- Proficiency with the Microsoft Office suite

## **FAVORABLE ATTRIBUTES**

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

## **SIGNATURE**

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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 : \_\_\_\_\_