

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: Auto Electrician

DEPARTMENT/PROJECT: Mechanical Services Workshop (MSW)/RAP

SUPERVISOR: Workshop Supervisor

LOCATION/DUTY STATION: Daadab

DATE OF EMPLOYMENT:

GRADE: D Band 4

JOB SCORE:

CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment

I: JOB SUMMARY & PURPOSE:

Reporting to the Workshop Supervisor, the primary role of the Auto Electrician is repairing and servicing fleet booked into the workshop for both auto electric and mechanical tasks, diagnosing faults finding on the fleet and determining the extent of repairs required. Stripping, fitting and replacing components on fleet of various makes, types and kinds. She/he shall undertake inspections, repairs and routine preventative maintenance for fleet in Dadaab region and ensure that all vehicles, plant and equipment meet or exceed set repair and maintenance standards.

The emphasis on quality control and customer centered attitude will be the hallmarks of her/his day to day work. She/he will be required to comply with the Workshop Standard Operating Procedures, Internal Control Procedures and CARE' Kenya's vehicle operation & maintenance management policy.

II: TASKS AND RESPONSIBILITIES

R1: Preventive and breakdown maintenance of motor vehicles and equipment

- 1.1 Carry out the mechanical/electrical preventive maintenance and repair of vehicles, plant and equipment including but not limited to Isuzu trucks, 4x4 vehicles, tractors, agro - trailers, backhoe loaders, and heavy vehicles of various makes, types and models.
- 1.2 Prepare vehicles/equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- 1.3 Carry out all vehicles and equipments electrical repairs and system installations including and not limited to vehicles tracking system, communication systems, speed limit governors and electrical gadgets.
- 1.4 Service and maintain all mobile air Conditioning systems and other related accessories.
- 1.5 Maintain vehicles in functional conditions by listening to operator complaints; conducting inspections; repairing engine failures; repairing transmissions, differentials, hydraulic pumps malfunctions; replacing parts and components and computerized vehicle gadgets, air brakes, electronic fuel injection (EFI) and mobile air conditioner systems.
- 1.6 Maintain vehicle records by recording service and repairs while ensuring they are signed before handing over the documents to supervisor.
- 1.7 Verify vehicle serviceability by conducting test drives; adjusting controls and systems.
- 1.8 To rescue breakdown vehicles in the field and provide defect reports on the root cause and actions taken into the breakdown.
- 1.9 Carry out repairs and maintenance of agricultural equipment and modifications to suit our operational needs.
- 1.10 Request for spare parts and other necessary sundries/consumables; requisitions must be approved by the supervisor.
- 1.11 Take responsibility of approved spares and work in progress for intended purpose.
- 1.12 Get the repair of vehicles/equipments first time right away to avoid down time and repeat work.
- 1.13 Account for all tools and equipments assigned to or on temporary request.

R2: Safety precautions and quality control

- 2.2 To consistently deliver high quality repairs in the required timeframes, which will ensure clients' needs and requirements are met.
- 2.3 To ensure that all electrical appliances are turned off in the evening before closing for the day.
- 2.4 To complete all work orders and record all additional repairs and parts and ensure that a checklist has been performed.
- 2.5 Ensure workshop safety rules and procedures are followed, including designating highly flammable substances and use of right tools and equipments.
- 2.6 Complies with statutory regulations of vehicle requirements by testing engine, safety, and combustion control standards.
- 2.7 Observe and implement NEMA environmental laws concerning the handling of hazardous materials routinely used in fleet service operations.
- 2.8 Observe Occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
- 2.9 To segregate used parts before disposal.
- 2.10 Maintains vehicle/equipment appearance by cleaning and washing.
- 2.11 Protect exposed sensitive sensors during engine/operating unit/components cleaning.

R3: Mechanical and electrical diagnosis and interpretation of repair manuals

- 3.1 Interpret instructions, technical manuals (manual/digital), illustrations, specifications, diagrams, schematics and other guides in conducting repairs and modifications.

- 3.2 Keeps workshop equipment operating by following operating instructions; troubleshooting breakdowns; performing preventive maintenance; inform supervisor of any pending repairs.
- 3.3 Skilled usage of measuring instruments and test equipment such as engine analyzers, injector testers, ignition timers, lactometers, ammeters, ohmmeters etc.
- 3.4 Ensure proper use of vehicle computer-controlled diagnostic machine on engine, fuel and ignition, ABS braking and transmission systems.

III: AUTHORITY

- **Spending Authority:** None.
- **Supervision:** 1 Assistant mechanic
- **DecisionMaking:** Makes normal decision on the effective performance of job responsibilities.

IV: CONTACTS/KEY RELATIONSHIPS

- External: UNHCR, WFP and other implementing partners, operating partners with MOU with CARE.
- Internal: All CARE staff.

V: WORKING CONDITIONS:

The position is based in Dadaab Main Office with occasional visits to the camps and other program sites. This is a non-family work station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to safety and security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS:

Education: Diploma in Mechanical Engineering (Automotive/Plant) and must have a Valid driving license with Class B, C, E.

Experience: Demonstrate experience of at least 3 years in repairs and maintenance of vehicles and equipments especially 4WD and tractors in the automotive field. Good troubleshooting and problem-solving skills. Demonstrated Multi skilling in Mechanics, Auto Electrics/electronics, welding and fabrication works a great Advantage.

Certificate: Computer literate with good knowledge of MS office.

Competencies/Skills:

- Flexible
- Respectful
- Excellent diagnostic and good trouble shooting skills
- Problem solving
- Reliable

- Team player
- Safety skills
- Reporting writing skills
- Coaching skills

Employee Signature: _____ Date: _____

Supervisor Name & Signature: _____ Date: _____