



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: MECHANIC

MINISTRY: MINISTRY OF PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT

DEPARTMENT: MECHANICAL SERVICES DEPARTMENT

LOCATION: THE POSITION IS BASED IN PROVIDENCIALES BUT AT THE DISCRETION OF TCIG MAY BE RELOCATED TO ANOTHER PART OF THE COUNTRY TEMPORARY TO PERFORM RELATED DUTIES.

JOB SUMMARY:

Responsible for the repair and servicing of TCIG vehicles. The job holder is required to perform regular vehicle servicing and maintenance, troubleshooting of faults and effect repairs. The job holder is also required to ensure safe work practices and quality control at all times.

KEY DUTIES AND RESPONSIBILITIES:

1. Conduct inspections, testing and diagnosing of vehicles faults
2. Complete preventive maintenance tasks such as engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters
3. Maintain vehicle functional condition by listening to operator complaints; conducting inspections; repairing mechanical and electrical systems malfunctions; replacing parts and components
4. Verify vehicle serviceability by conducting test drives; adjusting controls and systems
5. Document all vehicle service and repair activities
6. Update job knowledge by participating in educational opportunities; reading technical publications
7. Visit other Islands to perform scheduled repairs and maintenance to TCIG vehicles
8. Adhere to all Public Service codes, rules and regulations
9. Perform other related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

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Essential: High School Diploma or equivalent with relevant experience of 5 years





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Highly desirable: A certificate in automotive technology or

A1 – A8 Automotive Service Excellence Certification (ASE) or equivalent.

Experience:

- 2– 3 years of experience in vehicle maintenance and repairs.
- Use of auto diagnostic computer and test instrument would be an asset.

Compensation:

SALARY – Grade 4.1 \$32,550.00 per annum plus allowances

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

