**JOB DESCRIPTION – MASTER TECHNICIAN**

Job Title: Master Technician

Job Holder:

Location:

Reports To:

Significant Relationships:

**OVERALL OBJECTIVE OF ROLE**

**KEY TASKS AND RESPONSIBILITIES**

1. Examine vehicles to determine extent of damage or malfunctions.
2. Test drive vehicles, test components and systems, using equipment such as infrared engine analysers, compression gauges, and computerised diagnostic devices.
3. Repair, reline, replace, and adjust brakes.
4. Review work orders and discuss work with supervisors.
5. Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.
6. Plan work procedures, using charts, technical manuals, and experience.
7. Test and adjust repaired systems to meet manufacturers' performance specifications.
8. Confer with customers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.
9. Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.
10. Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges.
11. Overhaul or replace carburetors, blowers, generators, distributors, starters, and pumps.
12. Repair and service air conditioning, heating, engine-cooling, and electrical systems.
13. Repair or replace parts such as pistons, rods, gears, valves, and bearings.
14. Tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages.
15. Rewire ignition systems, lights, and instrument panel
16. Repair radiator leaks.
17. Install and repair accessories such as radios, heaters, mirrors, and windshield wipers.
18. Repair manual and automatic transmissions.
19. Repair or replace shock absorbers.
20. Align vehicles' front ends.
21. Rebuild parts such as crankshafts and cylinder blocks.
22. Repair damaged automobile bodies.
23. Replace and adjust headlights.

**KEY COMPETENCIES**

**Personal Qualities/Skills**

* **Troubleshooting** -- Determining causes of operating errors and deciding what to do about it.
* **Repairing** -- Repairing machines or systems using the needed tools.
* **Equipment Selection** -- Determining the kind of tools and equipment needed to do a job.
* **Active Learning** -- Understanding the implications of new information for both current and future problem-solving and decision-making.
* **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
* **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* **Installation** -- Installing equipment, machines, wiring, or programs to meet specifications.
* **Complex Problem Solving** -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
* **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* **Learning Strategies** -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
* **Equipment Maintenance** -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
* **Time Management** -- Managing one's own time and the time of others.
* **Coordination** -- Adjusting actions in relation to others' actions.
* **Instructing** -- Teaching others how to do something. **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience. **Speaking** -- Talking to others to convey information effectively.
* **Mathematics** -- Using mathematics to solve problems.
* **Judgment and Decision Making** -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* **Operation Monitoring** -- Watching gauges, dials, or other indicators to make sure a machine is working properly.
* **Operation and Control** -- Controlling operations of equipment or systems.
* **Monitoring** -- Monitoring/Assessing performance of yourself, other individuals, or organisations to make improvements or take corrective action.
* **Quality Control Analysis** -- Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
* **Technology Design** -- Generating or adapting equipment and technology to serve user needs.

Signed on behalf Date

of the Company

I have received a copy of this job description, read it, understood it and agreed to it.

Signed Date

Print Name