

# Brilliant Mechanical Workshop

## Technician/Mechanic Job Description

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### Overview:

We are looking for a qualified, experienced Mechanic/Technician with BMW experience to join our team.

### Summary:

Performs all technical activities concerned with the diagnosis, maintenance and repair of automotive vehicles and storage facilities by performing the following duties personally.

### Essential Duties and Responsibilities:

- Inspect vehicles for faults and diagnose potential problems and customer complaints.
- Deliver technical solutions for any diagnosed problem.
- Perform preventive maintenance and repairs.
- Carry out vehicle inspections as necessary.
- Report (verbally and written) all faults and findings
- Strip, fit and replace components on vehicles
- Perform engine rebuilds
- Perform and sign off vehicle tests upon completion of work before delivery of vehicles to customers.
- Ensure that the correct labour and parts are being recorded
- Ensure that the quality of information on each job card is accurate and complete before handing off to the Workshop Foreman.

### Skills:

The successful candidate will have strong technical and analytical skills as well as a thorough knowledge of the inner workings of motor vehicles and their various components and accessories in addition to being well organized, professional and dependable.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

#### Education and Experience:

Must have a minimum of Grade 12, N3 as well as the trade exam.

Must have at least 4 years' experience

Must have a valid driving license

Must be able to fault find and work with diagnostic equipment,

Must be able to service and repair vehicles as well as perform standard fitments.

Must have experience working with BMW's

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to clearly complete work reports and jobcards. Ability to speak effectively to customers and employees within the organization.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

Workshop Management Software  
MS Word, Excel, Outlook.

**Work Environment:**

While performing the duties of this job the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level in the environment is loud.