

POSITION DESCRIPTION

Title:	Fleet Technician	Location:	Abu Dhabi
Department:	Fleet	Reports to:	Fleet Specialist Manager
Salary:	Salary package	Band:	
Prepared by:	HR & CS Manager	Date:	February 2021

Overall Purpose:

To provide & support to fleet department requirements.

Roles and Responsibilities

- Carrying out periodic maintenance with the contracting authorities.
- Respond to corrective maintenance and accidents work orders. Carrying out corrective maintenance and accidents works with contractors.
- Commitment to work on documenting all preventive and corrective maintenance works on the proper process at OPIQ systems.
- Submit the daily and periodical reports that explain the progress of work and achievements to his line official.
- Carry out minor repairs of equipment or hardware faults in vehicles and related to onboard equipment to ensure the vehicle is ready for work.
- Carrying out technical inspection test for vehicles at the concerned authorities.
- Full compliance with environmental, health and safety conditions and the application of its procedures and rules.

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement.

Professional and Academic Expertise

- Possession of valid Driver's License
- Experienced working related in the same field.
- Proficient in English language. (verbal, written, and reading)
- Good Knowledge of traffic safety laws; safe driving practices; vehicle service and preventive maintenance requirements.
- Ability to determine causes of operating errors & deciding what to do about it.
- Certificate and experience of mechanics, electric, machines and tools, including their designs, uses, repair, and maintenance.
- High School Diploma

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	February 2021	New Position Description
2		
3		
4		

Review & Approval:

(Enter final approver title here)