

Position Description

Vacancy Title: **Automotive Mechanic – Heavy Vehicles v (6.00) [Pohnpei]**

Location: **Pohnpei**

Reports To: **Maintenance Supervisor (v 5.00)**

Objective

The Automotive Mechanic- Heavy Vehicles is responsible for the safe, efficient, and reliable operation of heavy vehicles such as trucks, fuel tankers, utility vehicles, forklift and large plant vehicles by conducting routine maintenance, diagnostics, and mechanical repairs, supporting the continuity of logistics, production, and operational mobility. The Automotive Mechanic - Heavy Vehicles reports to the Maintenance Supervisor.

Outcomes

Organisational Stakeholders

1. Heavy Vehicle Maintenance and Repair

- Heavy vehicles such as trucks, loaders, and large plant vehicles used at the terminal and coconut processing facility maintained and repaired in accordance with operational requirements.
- Diagnostics performed to identify faults in mechanical, hydraulic, electrical, and electronic systems.
- Preventative and corrective maintenance carried out to ensure all heavy vehicles remain functional, safe, and fit for operational use.
- Regular inspections of vehicle systems, including braking, suspension, steering, drivetrain, hydraulics, and lighting systems conducted.
- Repairs and component replacements completed as required, using appropriate tools, equipment, and manufacturer specifications.
- All maintenance and repair tasks completed to required standards, documented, and conducted in compliance with safety and operational protocols.
- Operational testing of heavy vehicles undertaken to confirm successful completion of repairs and mechanical work.

2. Records and Documentation

- Accurate records of all servicing, diagnostics, repairs and inspections of heavy vehicles maintained.
- Maintenance activities logged using company systems in alignment with the heavy equipment maintenance schedule.
- Logs updated with usage hours, fault history, repairs completed, and planned maintenance actions.
- Modifications, part replacements, or system upgrades carried out on heavy vehicles documented.
- Recurring faults or issues reported with recommendations provided for operational improvements or equipment replacements where necessary.

3. Resource and Inventory Management

- Manage tools, spare parts, and materials needed for vehicle maintenance and repairs.
- Maintain inventory levels for critical vehicle components and consumables such as oil, filters, and brake pads.
- Identify parts and equipment required and process orders in line with company procurement procedures.
- Ensure workshop tools and diagnostic equipment are maintained, calibrated, and safely stored.
- Minimise wastage of resources and ensure cost-effective use of supplies.

4. Safety and Professional Development

- Work safely in accordance with company safety procedures, vehicle servicing standards, and regulatory requirements.
- Ensure all vehicle maintenance activities meet occupational health and safety (OHS) and road transport standards.
- Participate in safety training, inspections, and hazard reporting related to mechanical and workshop environments.
- Maintain technical knowledge by attending training, reading service manuals, and engaging in professional development.
- Contribute to achieving site safety targets, including Total Incident Rate (TIR) goals set annually by the company.

5. The Vital Group's image and value standard demonstrated and promoted

- Collaborate with other teams in the organization for the benefit of the organization
- Vital Ethics
- Statement of General Business Principles
- Behavioral Governance
- Uphold and demonstrate the organization's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.

Competence	Description
Documentation	Communicate using formal business writing.
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology	Apply technology.
Application	
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Trade Diploma	Automotive Engineering, Mechanical Engineering	

Work Knowledge and Experience

Appreciation and knowledge of safety policies, procedures and requirements

Good teamwork & interpersonal skills

Minimum 2 years' experience in heavy vehicle, tank, or industrial mechanical maintenance roles.

Familiarity with maintenance practices related to fuel systems, tanks, and associated infrastructure.

Understanding of generator systems and ancillary equipment servicing is considered advantageous.

Computer Skills and ability to use MS Excel, MS Word, Power Point Presentation, MS Visio

Strong mechanical and diagnostic skills, particularly in relation to pumps, engines, hydraulics, and braking systems in heavy machinery.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Relevant certifications, registrations, and licenses may be required.

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Engineering Team	
	Management Team	
External		
	Customers	
	Regulators	

Type	Interaction	Comments
	Statutory Authorities	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

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Contact for Enquiries

Contact Name: Tracy-Ann Helgenberger

Contact Email: Tracy-Anne.Helgenberger@fsmmpc.com

Further Contact Information: --

Closing Date: 28 Jul 2025