**Terms of Reference for Auto Technician,**

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| **Position Title** | : Technician  |
| **Grade**  | : 12 |
| **Pay and Allowances** | : Salary and other benefits as per SRR-2018 |
| **Type of Employment** | : Regular |
| **Reporting**  | : Manager |
| **Qualification and Experience** | : Class X with Certificate from TTI/VTI. Preference will be given to candidate with minimum 5 years with prior job experience in related field and background from auto mechanics.  |
| **Primary Responsibility**  | Carry out installation, repair and maintenance work at the Fuel Retail Outlets (FRO)  |
| **Knowledge, Skills and Abilities** | * Proficient in equipment maintenance and fault diagnosis.
* Sound knowledge in electrical and electronic components.
* Effective communication and negotiation skills.
* Ability to operate diagnostic tools and equipment
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| **Duties, responsibilities and accountability**  | * Shall report to Manager/ GM for all DU-related affairs.
* Perform inspection, repair and maintenance of Dispensing Units (DU),
* Perform repairs or replacements of DU components and parts as required.
* Perform periodic inspection and maintenance.
* Shall ensure daily work assigned is completed and reported to supervisor.
* Provide technical advice/ support wherever required.
* Shall be accountable for hand tools, diagnostic tools, other equipment and safety of FRO equipment.
* Carry out annual maintenance and coordinate calibrations.
* Book keeping and inventory management,
* Any other tasks assigned by the supervisor.
* Shall follow the Service Rules and Regulations 2018 of the company
* Shall carry out any task directly related to electrical and on instruction of the HOD/Management.
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