**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 |
| **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. |