

## Terms of Reference for Auto Electrician, SML Isuzu & Home Store Division

<b>Position Title</b>	:	Auto Electrician
<b>Grade</b>	:	14
<b>Pay and Allowances</b>	:	Other Benefits: Other entitlements such as PBVA, Bonus are as per STCBL SRR- 2018
<b>Type of Employment</b>	:	Regular
<b>Reporting</b>	:	Service Manager, SMLI
<b>Qualification and Experience</b>	:	<ul style="list-style-type: none"> <li>• Minimum of a Technical Training Institute (TTI) certification with a specialization in Auto Electrical Systems.</li> <li>• Preference will be given to candidates with at least 2 years of experience as an Auto Electrician in the automobile industry.</li> <li>• Prior work with electronic engine systems (including ECU and sensors) is highly desirable.</li> </ul>
<b>Background</b>	:	The Auto Electrician will be responsible for inspecting, diagnosing, and repairing electrical issues in SMLI vehicles. The role supports day-to-day operations to ensure customer satisfaction, long-term service relationships, and consistent business performance. The position also involves advising customers on maintenance practices and scheduling future servicing needs.
<b>Knowledge, Skills and Abilities</b>	:	<ul style="list-style-type: none"> <li>• Strong knowledge of vehicle electrical and electronic systems.</li> <li>• Diagnostic and analytical abilities related to vehicle performance issues.</li> <li>• Hands-on ability to repair alternators, starters, and other key electrical components.</li> <li>• Proficient in the use of diagnostic tools and workshop equipment.</li> <li>• Familiarity with general tools and handling of heavy machinery such as lifts.</li> <li>• Basic understanding of mechanical systems is an added advantage.</li> </ul>
<b>Duties and responsibilities and accountability</b>	:	<ul style="list-style-type: none"> <li>• Report to the Service Manager on all administrative and operational matters.</li> <li>• Conduct technical inspections of vehicle electrical components.</li> <li>• Use diagnostic tools to identify faults and test functionality.</li> <li>• Perform repairs or replacements of faulty components; carry out tune-ups and adjustments as needed.</li> <li>• Execute scheduled maintenance of electrical systems, including air conditioning diagnostics and servicing.</li> <li>• Participate in warehousing operations, including planning, timely ordering of parts, and maintaining daily inventory records in ERP.</li> <li>• Build and maintain strong working relationships with manufacturers, suppliers, and regulatory bodies.</li> <li>• Provide technical support and guidance to customers on vehicle care and proper usage.</li> <li>• Support the development of new service centers at strategic locations; provide regular progress reports (monthly/quarterly).</li> <li>• Ensure proper inventory management practices for all relevant parts and materials.</li> <li>• Supervise the loading and unloading of materials.</li> <li>• Maintain enquiry records and follow up on leads.</li> <li>• Assist in promotional and marketing activities for relevant products.</li> </ul>
<b>Other Expectations</b>	:	<ul style="list-style-type: none"> <li>• Maintain professional relationships with clients and ensure high levels of customer service.</li> <li>• Clarify any uncertainties in duties or responsibilities with the Department Head as needed.</li> </ul>