



TERMS OF REFERENCE

1. Introduction

Post: Senior Motor Vehicle Mechanic
Post type: Contract (Initial contract shall be for a period of 1 (One) year. The contract can be extended based on performance.)

Location/Department: Maldives Customs Service Head office

2. Reporting Relationships:

The Senior Motor Vehicle Mechanic will report to the head of the Transport & Maintenance and/or designated supervisor (s).

3. Overall scope of work:

The Senior Motor Vehicle Mechanic is responsible for overseeing, diagnosing, repairing, and maintaining motor vehicles to ensure their safety, reliability, and operational efficiency. The position also involves coordination of vehicles maintenance schedules, ensuring compliance with safety standards, and providing technical guidance on vehicle-related matters, inspection reports and maintaining records of spare parts.

4. Main responsibilities:

- Conduct inspections, diagnose mechanical and electrical faults, and carry out repairs on motor vehicles.
- Perform preventive maintenance and servicing to ensure vehicles remain in good working condition.
- Ensure the quality of repair and maintenance activities.
- Supervise and involve in changing oil, checking fluid level and replacing filters and other related tasks.
- Develop and monitor vehicle maintenance schedules in coordination with the relevant section.
- Inspect completed repair work to ensure quality, safety, and compliance with technical standards.
- Diagnose faults in engines, transmissions, braking systems, steering systems, suspension systems, cooling systems, and other vehicle components.



- Maintain accurate records of vehicle inspections, repairs, servicing, spare parts usage, and maintenance costs.
- Identify requirements for spare parts, tools, and workshop equipment and coordinate with the relevant sections for procurement.
- Ensure that tools, equipment, and facilities are properly maintained and safely used.
- Provide technical advice on vehicle maintenance, repair requirements, and the roadworthiness of vehicles.
- Report major mechanical faults, recurring problems, and repair requirements to the relevant supervisor.
- Ensure compliance with occupational health and safety requirements and environmental standards.
- Assist in assessing vehicle condition and recommending major repairs, refurbishment, or replacement where necessary.
- Perform other duties related to the position as assigned by the supervisor.

5. Desired Skills & Competencies:

- Strong technical knowledge of motor vehicle mechanical and electrical systems.
- Excellent troubleshooting, diagnostic, and problem-solving skills.
- Ability to supervise, guide, and train workshop personnel.
- Good planning, organizational, and time-management skills.
- Ability to prioritize repair work and manage multiple maintenance tasks.
- Knowledge of vehicle safety standards and workshop health and safety procedures.
- Ability to maintain accurate maintenance records and prepare technical reports.
- Good communication and teamwork skills.
- Ability to work independently and make sound technical decisions.
- High level of integrity, accountability, and attention to detail.

