

## **Mechanic Department Plan of Action**

The Mechanical Section is a support servicing arm of the council. It is responsible to conduct checks, servicing and repairs of all council owned equipments and motor vehicles.

It is my responsibility as the Chief Mechanic to ensure that all services rendered at this section is carried out efficiently and effectively to maintain a good public image and in accordance with the council's objective.

In order to ensure that the goals of this section are materialized, we will incorporate the following plans:

1. Ensure that our mechanical team has the willingness to provide dedicated services when it comes to repairs and maintenances.
2. Respond to requests for support services for mechanical problems promptly.
3. Ensure that all council owned motor vehicles and equipments are enlisted on the monthly mechanical service schedule. Execute all mechanical servicing and inspections to guarantee good performances from vehicles.
4. Diagnosed and pinpoint the nature and extent of malfunctions in the motor vehicle or equipments. Immediately hold discussion with the supervisor or manager about the mechanical fault discovered and make findings knowledgeable about the repairs required and parts needed if necessary.
5. Procure and replace malfunctioning parts in a timely manner. Ensuring that the parts procured are reasonable and the best price on the market ensuring that the council gets valuable goods for money spent.
6. Perform regular inspections and conduct routine maintenance to ensure peak performances, safety and longevity of all the equipments.
7. Maintain good communications with heavy duty operator so that they can alert me of any technical problems they encounter whilst machine is in use.
8. Apply the best techniques to resolve all mechanical problems that will be cost efficient to the council

My goal for the mechanical section is for it to be equipped with modernized tools to enhance efficiency and productivity. The procurement of a diagnostic scanner will be an ideal piece of tool to keep update in detecting problems with newly acquired motor vehicles.

It will be beneficial to this section if additional mechanical training is provided to the mechanics by the council to keep up with new technology that comes with newly acquired vehicles. The additional training will definitely compliment junior mechanics that are privileged to ongoing training as they work side by side with senior mechanics, during regular mechanical services.

The continuous implementation of these plans and guidelines will definitely enhance efficiency in services and productivity at this section