

EXETER AND DEVON AIRPORT LIMITED

JOB DESCRIPTION

POST TITLE: Apprentice Mechanic

LOCATION: Exeter International Airport

RESPONSIBLE TO: Motor Transport Supervisor

STATEMENT OF PURPOSE:

To train with the Motor Transport staff to learn all roles of maintenance and repair of all Exeter International Airport's vehicles and equipment.

KEY RESPONSIBILITIES:

To work with the mechanics and on your own when appropriate in the following duties:

1. To carry out servicing, fault finding and repairs of all vehicles and equipment.
2. To carry out the pricing and ordering of spare parts for machines and equipment as necessary.
3. To maintain vehicle records
4. Complete job sheets as required
5. To liaise with external companies and agencies
6. Maintain stock records
7. Attended College on a day release system
8. Maintain own record of Jobs completed as evidence for college assessor

Personnel must be prepared to remain at work if the situation demands.

This job description outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

I have read and acknowledge the content of the above job description:

Print Name: _____ Date: _____

Signature: _____