

Technician agreement and job description

This workshop employment agreement is between:

TaT Service Centre 51 James Street, Rozelle NSW 2039

and

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Commencement:

1 July 2012

Position:

Workshop technician

Remuneration:

\$00,0000.00 per annum

Plus 9% Superannuation – total \$00,000.00

Wages are paid every Friday by direct debit

Working hours:

7.30am to 5.30pm Monday to Friday

Breaks: one hour per day

Termination of Employment:

Employment may be terminated by you or TaT Service Centre subject to two weeks notice in writing, or payment in lieu of notice. TaT Service Center reserves the right to dismiss without notice or payment in lieu of notice for just cause. For the purpose of this paragraph 'cause' shall cover:

- dishonesty
- willful disobedience or non-compliance with the terms of this letter
- failure to comply with any lawful orders or instructions given by TaT Service Center
- incompetence or negligence in the performance of your duties
- bankruptcy
- conviction of any criminal offence reflecting on your character, integrity or reputation in the community in which you work
- use of drugs prohibited by law
- consumption of alcohol to a level which, in your employer's opinion, adversely affects your ability to perform you duties.

Annual Leave

Annual leave entitlement is 20 days per year.

Holiday leave loading is not paid.

Annual leave is to be taken each year.

Management may direct leave be taken when five weeks entitlement has accrued.

Sick Leave

Sick leave entitlement is 10 days per year (on a pro-rata basis for the first year). A doctor's certificate must be supplied for all sick leave taken on a Monday or Friday or if longer than one day.

Superannuation:

The Australian Government's compulsory employer superannuation contribution currently 9% of your gross salary will be paid directly into the company's superannuation fund (MTAA Superannuation Fund, unless you specify another).

Reports to:

Proprietor, Jim Brown

Service Manager, John Dunn

Head Technician, Andrew Jones

Expectations:

It is expected that 7.2 hours of chargeable labour will be achieved each day. It is your responsibility to ensure that all times are accurately detailed on each job card and time sheet ensuring accurate billing of jobs. If all work is completed, labour hours are achieved and all other duties are up to date, management may allow early departure from work.

Key duties and responsibilities:

- To undertake efficient and quality repairs and servicing to customers' vehicles within the framework listed above
- To communicate to the head technician, service manager or proprietor any information relevant to the smooth and profitable running of the workshop, including and not limited to, safety issues and improper behaviour
- Ensure all vehicles are clean on completion, branding material has been attached and the service book stamped
- Correctly complete job cards including parts used, time worked and work undertaken on every job
- Hand the job card to the service manager for invoice preparation
- Complete timesheet after each job
- Communicate any issues to the service manager or head tech ASAP
- Clean up workspace after each job
- Return tools to right position
- Correctly dispose of oils
- Place any damaged parts in the allocated bin

- Train and oversee apprentices
- Assist team members as required
- Log and report damaged tools and equipment
- Correctly complete stock returns log book
- Order parts as required
- Update out of stock white board as required
- Answer phones and attend to customers when required
- Complete weekly cleaning roster
- Attend and contribute at the weekly team meeting
- Read and sign any material posted in the staff team room
- Undertake automotive training and keep abreast of industry trends and repair techniques
- Ensure your appearance is in line with our policy

Bonus:

Provided that key duties and responsibilities are satisfactorily fulfilled, you will be eligible for a weekly bonus which is detailed in the Staff Incentive Scheme.

Your role at a TaT Service Centre is that of a key member of a team. The team relies on each of its players and any behaviour or actions that are seen to let the team down will not be received well by the rest of the team.

Any issues, problems or suggestions should be brought to the attention of the head technician, service manager or proprietor.

By signing this agreement, you signify your understanding of the conditions of employment and accept all the above terms and conditions of employment.

This agreement will be reviewed in July each year at your annual appraisal.

This agreement is strictly confidential and its contents must not be disclosed to any other employee. Any such disclosure will result in immediate termination of employment.

Jim Brown
Proprietor

Technician