

# **AGENSI PEKERJAAN SGR SDN BHD** (Co.No.1338397-X) **JTKSM 898C SIRI 0466**

**Dated:** 08.09.2020

**Location :** Johor

**Job Title:** Mechanic Forklift

**Department:** Production

**Salary Offer:** RM 1500 – RM 3500

**Working days:** Mondays to Saturdays

**Working hours:** 8 hours per day

**Age :** 20-50

**OverTime:** (1.5)

**Working Condition:** Noisy/Dirty/Standing/Work outside & inside

**Time:** 9.00am – 6.00pm

## **Additional Allowance:**

- Transport Rm 150.00
- Attendance Rm 300.00
- Meal Rm 100.00

**Full / Part Time / Contract** : Long Term

Forklift Maintenance Mechanics adjust, maintain and repair Forklift and Material Handling Equipment (MHE) for such as pumps, motors, engines, transmission, drive axle, gear box, traction battery & charger, accessories, attachment & wiring systems.

Forklift Mechanics perform “preventive maintenance” routines – a series of prescribed tests, measurements and services conducted at regular intervals on Forklift & MHE to ensure continuous operation and to detect possible breakdown conditions before actual equipment failure. They also make adjustment to Forklift & MHE using precision measuring instruments and are responsible for cleaning, greasing and oiling to prevent breakdowns.

Responsible for the installation, maintenance, troubleshooting and repair of facility machinery.

**Job Description : Forklift Maintenance Mechanics (Workshop)**

**The Employee Will:**

- Install facility machinery
- Perform preventative and predictive maintenance on facility machinery.
- Troubleshoot and repair facility machinery
- Write and maintain standard operating procedures (SOPs) and Job Safety Analysis (JSAs)
- Program PLC's
- Complete daily maintenance and repair logs
- Communicate with operators from other shifts
- Maintain and secure work tools
- Clean and maintain work area.
- Turn off and lock out equipment when not in use
- Other duties as assigned
- Perform back-up for assembly line
- Perform back-up for warehouse
- Provide on-the-job training to new employees
- Order tools and machinery inventory parts

**Job Requirement :**

**Responsibilities/Objectives:**

- Basic reading, writing and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
- Advanced skills (Journeyman level) required in one or more of the following area :HVAC,electrical,mechanical,hydraulic & pneumatic systems,plumbing,carpentry,piping systems,and PLC programming.
- Ability to read and interpret blueprints and schematics
- Manual dexterity required for operating machinery and computers
- Ability to lift to 30 pounds required

**Company Information**

**Industry** : Forklift,Material Handling Equipment Services

**Dress Code** : Formal

**Working Hours / Days:** 9.00am – 6.00pm

**Benefits** : Medical claim up to Rm800 per annual, etc