

## OCCUPATIONAL PROFILE FOR AUTO ELECTRICIAN

Workers Behaviour	General Knowledge and Skills
<ul style="list-style-type: none"> <li>• Calm and cheerful</li> <li>• Clean conscious</li> <li>• Confident and creative</li> <li>• Customer relation</li> <li>• Determined</li> <li>• Disciplined and energetic</li> <li>• Good mannered</li> <li>• Hard working and flexible</li> <li>• Honest and hospitable</li> <li>• Kind and open minded</li> <li>• Organized and patient</li> <li>• Quality conscious</li> <li>• Reliable and methodical</li> <li>• Responsible and safety conscious</li> <li>• Self controlled and sense of humour</li> <li>• Team player and technical oriented</li> <li>• Time conscious</li> <li>• Effective communicator</li> <li>• Environment conscious</li> <li>• Friendly with subordinates</li> <li>• Respect for company's regulations</li> </ul>	<ol style="list-style-type: none"> <li>1. Basic accounting</li> <li>2. Basic electrical knowledge</li> <li>3. Catalogues / manuals / instructions</li> <li>4. Cleanliness and communication</li> <li>5. Company's policies and procedures</li> <li>6. Convincing and creative</li> <li>7. Decision making and human psychology</li> <li>8. Knowledge of technical drawing</li> <li>9. Knowledge of first aid</li> <li>10. Knowledge of learning, listening and marketing</li> <li>11. Knowledge of mechanics</li> <li>13. Occupational laws and regulations</li> <li>14. Problem solving skills</li> <li>15. Quality control and record keeping</li> <li>16. Supervisory, team work, and reading skills</li> <li>17. Knowledge of tools and equipment</li> <li>18. Visualization</li> <li>19. Writing</li> </ol>
TOOLS AND EQUIPMENT	CONCERNS AND FUTURE TRENDS
<ul style="list-style-type: none"> <li>• Battery charger</li> <li>• Compressor machine</li> <li>• Drilling machine</li> <li>• Voltmeter</li> <li>• Gear oil gun</li> <li>• Grease gun</li> <li>• Grinder machine</li> <li>• Hack saw</li> <li>• Hydraulic crane</li> <li>• Hydraulic jack</li> <li>• Measuring and diagnostic equipment</li> <li>• Oil can</li> <li>• Timing light</li> <li>• Complete set of tool box</li> <li>• Torque handle</li> <li>• Vice</li> </ul>	<ul style="list-style-type: none"> <li>• Dignity of labour</li> <li>• Further training needed</li> <li>• Heavy duty</li> <li>• High salary needed</li> <li>• Improve image of job</li> <li>• Improve working environment</li> <li>• Adequate number of tools</li> <li>• No job security</li> <li>• Need for job regulations</li> <li>• Need to be more professional</li> <li>• Need retirement benefits</li> </ul>

Endorsed by Technical Advisory Committee (TAC) for Automobile service sector (TAC - AS) on 19<sup>th</sup> May 2006  
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## Occupational Profile for AUTO MECHANIC Level 2

### DACUM Panel Members

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**Deepak**  
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Royal Government of Bhutan

Produced for

**Training Providers, Employers, Employees,  
Trainees and Interested General Public.**

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Thimphu**

11 - 13 March 2004

ISCO - 88 Code: 7231  
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# AUTO MECHANIC : Duties & Tasks

11 - 13 March 2004

Duties		Tasks												
A	<b>Prepare work place</b>	<b>A1</b> Follow dress code	<b>A2</b> Clean work place	<b>A3</b> Check tools and equipment	<b>A4</b> Clean tools and equipment	<b>A5</b> Obtain job card	<b>A6</b> Maintain cleanliness of vehicle	<b>A7</b> Attend customer complaints	<b>A8</b> Drive vehicle to workplace	<b>A9</b> Obtain spare parts from store	<b>A10</b> Delegate work to subordinate	<b>A11</b> Supervise and work		
B	<b>Diagnose faults</b>	<b>B1</b> Conduct test drive	<b>B2</b> Conduct audio test (sound)	<b>B3</b> Check cooling system	<b>B4</b> Check lubrication system	<b>B5</b> Conduct visual test	<b>B6</b> Test ignition system	<b>B7</b> Inspect leakage	<b>B8</b> Interpret diagnosis to client & supervisor					
C	<b>Overhaul engine (top engine and half engine)</b>	<b>C1</b> Dismount engine	<b>C2</b> Disassemble engine	<b>C3</b> Replace engine liner, crankshaft & connecting rod	<b>C4</b> Change connecting rod bearing	<b>C5</b> Change piston and piston ring	<b>C6</b> Repair /replace oil pump	<b>C7</b> Repair/replace engine head/cam shaft & valve mechanism	<b>C8</b> Change gasket set	<b>C9</b> Change timing belt	<b>C10</b> Assemble engine	<b>C11</b> Mount engine	<b>C12</b> Test engine	
D	<b>Maintain power train (gear, clutch differential) FWD / RWD</b>	<b>D1</b> Disassemble gear box	<b>D2</b> Replace bearings, shifting unit & gear	<b>D3</b> Change gear lever bush	<b>D4</b> Overhaul differential	<b>D5</b> Replace C.V (constant velocity) joint & drive shaft	<b>D6</b> Service bearings, gear & differential parts	<b>D7</b> Replace bearing and other parts	<b>D8</b> Repair /replace clutch cylinder kit	<b>D9</b> Replace clutch oil	<b>D10</b> Change propeller shaft cross bearing	<b>D11</b> Replace pressure plate / clutch plate	<b>D12</b> Replace release bearing	<b>D13</b> Adjust clutch
E	<b>Perform maintenance of fuel system</b>	<b>E1</b> Check / replace fuel filter	<b>E2</b> Service fuel pipeline, tank, fuel motor	<b>E3</b> Service fuel injection pump	<b>E4</b> Repair/replace EFI system (Electronic fuel injection)	<b>E5</b> Service fuel injector nozzle	<b>E6</b> Repair fuel motor	<b>E7</b> Service carburettor	<b>E8</b> Check feed pump	<b>E9</b> Repair feed pump	<b>E10</b> Repair/replace hand pump		<b>D14</b> Replace clutch fork	
F	<b>Perform maintenance of cooling system</b>	<b>F1</b> Change coolant	<b>F2</b> Service radiator	<b>F3</b> Replace radiator fan	<b>F4</b> Replace thermostat valve	<b>F5</b> Replace water pump	<b>F6</b> Replace radiator hose and cap	<b>F7</b> Change fan belt	<b>F8</b> Change a.c belt					
G	<b>Maintain brake system</b>	<b>G1</b> Examine master cylinder	<b>G2</b> Replace master cylinder kit	<b>G3</b> Check vacuum booster	<b>G4</b> Repair brake booster	<b>G5</b> Check brake drum & disc	<b>G6</b> Replace wheel cylinder bucket	<b>G7</b> Service brake callipers	<b>G8</b> Replace brake fluid & bleeding	<b>G9</b> Adjust brake shoe	<b>G10</b> Change hand brake cable	<b>G11</b> Adjust hand brake cable	<b>G12</b> Replace brake pad / shoe	
H	<b>Perform lubrication works</b>	<b>H1</b> Change engine oil with filter	<b>H2</b> Change gear & differential oil	<b>H3</b> Change power steering oil	<b>H4</b> Service parts (bearing, hubs)	<b>H5</b> Remove old grease	<b>H6</b> Apply new grease							
I	<b>Maintain suspension system</b>	<b>I1</b> Adjust torsion bar	<b>I2</b> Repair/replace suspension	<b>I3</b> Replace damaged	<b>I4</b> Change coil spring	<b>I5</b> Change leaf spring/bush & cambering	<b>I6</b> Repair/replace ball joint	<b>I7</b> Replace stabilizer bush						
J	<b>Perform basic auto electrical works</b>	<b>J1</b> Carry out battery maintenance	<b>J2</b> Check battery cable	<b>J3</b> Replace fuse	<b>J4</b> Check engine glow plug	<b>J5</b> Check lighting system	<b>J6</b> Change distributor point, condenser & ignitor coil	<b>J7</b> Disconnect/reconnect engine wiring	<b>J8</b> Replace temperature sensor	<b>J9</b> Change oil pressure sensor				
K	<b>Maintain steering system</b>	<b>K1</b> Change rack bush & rack end	<b>K2</b> Adjust steering free play	<b>K3</b> Change steering worm, guide, rack & pinion idler arm	<b>K4</b> Change roller ball bearing	<b>K5</b> Change steering column bush	<b>K6</b> Replace steering column bush	<b>K7</b> Change drag link kit	<b>K8</b> Change steering shaft yoke	<b>K9</b> Change tie rod end	<b>K10</b> Carry out wheel alignment	<b>K11</b> Carry out wheel balancing	<b>K12</b> Repair/replace steering kit & power steering kit	
L	<b>Improve skills and knowledge</b>	<b>L1</b> Identify skills development needs	<b>L2</b> Inform manager	<b>L3</b> Participate in on-job-training	<b>L4</b> Under take self study	<b>L5</b> Interact with co-workers	<b>L6</b> Under take study visit	<b>L7</b> Provide feedback to manager	<b>L8</b> Teach subordinates	<b>L9</b> Guide subordinates				

\* Auto Mechanic performs the work in both light and heavy vehicles