ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No: JD120
	ACTIVITY PROFILE: MECHANICAL FITTER	REVISION No: 00
		WRITTEN BY: KJ
		APPROVED AND DATED: 11/09/2026

1.0 SCOPE

All functions, duties, and responsibilities of a Mechanical Fitter.

2.0 PURPOSE

The Mechanical Fitter will be responsible for constructing and assembling mechanical systems, which could be factory machines or assembling structural forms. The ability to meet timelines, a commitment to teamwork, a high level of accuracy, and attention to detail will be the key to success in this role.

3.0 POSITION

Mechanical Fitter

4.0 DEPARTMENT

Maintenance Department

5.0 RESPONSIBLE TO

Maintenance Supervisor

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- Matric/Grade 12 Certificate.
- Trade Test (Red Seal) in Mechanical Fitter
- N4 - N6 Mechanical Engineering qualification will be an added advantage.

8.0 EXPERIENCE REQUISITES (MIN)

- At least 3 – 5 years of working experience as a Mechanical Fitter.
- Experience in assembling machines
- Experience in welding, machine use, and blueprint reading.
- Experience in pneumatics, hydraulics, and pumps.

9.0 AUTHORITY

- Signing off on all welding work

10. KEY PERFORMANCE INDICATORS

- Installation and Maintenance of production machines
- Working with the use of workshop equipment such as milling machines and lathes.
- Setting up and adjusting machine tools and equipment.

- Constructing and assembling mechanical systems.
- Attend to equipment breakdowns and perform corrective maintenance.
- Execute preventative and predictive maintenance activities.
- Troubleshoot equipment failures and conduct Root Cause Analysis (RCA).
- Conduct machine running audits and condition inspections.
- Identify and implement continuous improvement opportunities to enhance
- equipment reliability and operational efficiency.
- Maintain accurate maintenance records and reports.
- Support safety, quality, and production objectives.
- Problem-solving skills, which enable a mechanical fitter to solve and repair system
- issues efficiently and effectively.
- Adequate knowledge of system structures and how to troubleshoot systems
- by utilizing the knowledge of how the system was designed to perform.

11. SHERQ MANAGEMENT (ISO9001, ISO14001 & ISO45001)

- Responsible for adhering to the requirements of the above-mentioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed in every aspect, especially in the area of documentation control.
- Ensure compliance with all standards for Safety, Environmental, Work Procedures, and Quality Assurance and Quality Control systems as adopted by the High Voltage Division.

Accepted by:	Approved by:	Authorised by:
Employee	Dept. Manager/Supervisor	Divisional CEO