

JOB DESCRIPTION

Title	Equipment Workshop Manager	Job Classification Number	A 00552
Department /Project	Equipment	Job Family Name	Equipment
Reports to	Equipment Division Manager	Effective Date	21 June 2008

MAIN PURPOSE OF JOB

To take care of the repair and maintenance of all the Equipment/Vehicles, future forecast of spares requirement, planning, etc.

JOB OBJECTIVES

1. To formulate long term plans and objectives to manage the efficiency of the Workshop and reduce downtime.
2. To make recommendations to the Management regarding the acquisition and disposal of equipment and vehicles.
3. To manage equipment workshop functions for repairs and preventive maintenance and servicing according to manufacturer’s specifications and recommendations.
4. To advice on technical matters related to equipment and machinery.
5. To coordinate with technical office to finalise purchases for new equipment/vehicles and respective spares.
6. To develop, review and approve procedures and practices for the efficient operation of the workshop within the Company’s guidelines and framework.
7. To action strategic plans and directives of Operations Manager including the implementation of safety procedures, according to Company policies and procedures and international standards.

ESSENTIAL WORK ACTIVITIES

- Taking Info from senses
- Assessing / Evaluating
- Planning
- Controlling / Directing
- Checking
- Informing / Discussing / Interviewing
- Problem Solving / Designing
- Motivating

SAFETY AND QUALITY RESPONSIBILITIES

- Maintain standards of safety and comply with Company’s Occupational Health & Safety Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

EDUCATION, SKILLS AND EXPERIENCE

Essential:

- A Bachelor of Engineering degree in a related discipline.
- Leadership
- Safety regulations
- Hydraulic system of machines

JOB DESCRIPTION

Title	Equipment Workshop Manager	Job Classification Number	A 00552
Department /Project	Equipment	Job Family Name	Equipment
Reports to	Equipment Division Manager	Effective Date	21 June 2008

- Electrical & Electronic Control Systems of machines
- Managerial skills
- Project management skills
- 12 to 15 years of work experience

Desirable:

- Negotiation Skills