



JOB DESCRIPTION

Job Title: Mechanical Services Manger

Reports to: General Manager

Direct Subordinates: Workshop Supervisor, Mechanics, Welders, Auto Electrician and Vulcanizer

WORKING RELATIONSHIPS

Internal: General Manager, Business Operations Manager, Occupational Health and Safety officer, Drivers,

External: Suppliers and Service Providers

Main Purpose of Appointment:

- Responsible for managing all vehicles and mechanical equipment of the company on a preventative maintenance schedule.
- To educate and develop team knowledge and ensure the implementation of high-quality practices.
- The position requires a dynamic and motivated individual, who will have significant opportunity to grow, develop and be rewarded within the company.
- The Mechanical Services Manager shall play a pivotal role in driving the development of the company, which aims to be a leading example of plantation forestry in West Africa.

Functions of Appointment:

Management and Leadership:

- Lead from the front, working alongside the Company mechanics, educating, acting as a mentor and imparting best practice knowledge so as to build and develop team members on the job.
- Liaise closely with the Company Plantation Manager to ensure appropriate service schedules of vehicles and machinery, ultimately to minimize downtime and maximize utilization.
- Manage the procurement of spare parts and maintain adequate stock levels of spare parts so that maintenance turnaround times are fast and efficient.
- Maintain quality record of maintenance undertaken and associated costs by item serviced.

Workshop Operations

- Manage and be responsible for the condition of the vehicle fleet owned by the company by conducting inspections and diagnostic tests; identifying worn and damaged parts;
- Keep all company equipment and plant available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion;

- Correct vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems, such as power and drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics; complete machine shop operations; making adjustments and alignments including bearing loads, gear tooth contact, valve mechanisms, governors, oil systems, control linkages, clutches, and traction units;
- Verify vehicle performance by conducting test drives; adjusting controls and systems;
- Maintain vehicle, equipment and plant records by annotating services and repairs;
- Keep shop equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance and calling for repairs;
- Contain costs by using warranty; evaluating service and parts options;
- Keep supplies ready by inventorying stock, placing orders and verifying receipt;
- Train drivers and operators, and support in their management,
- Carry out planned job observations to ensure correct application of vehicles, equipment and plant.

Health, Safety & Environment:

- Comply with the principles and criteria of the Forestry Stewardship Council and other relevant certification bodies as determined by the Company;
- Ensure adherence to the Company health and Safety policy and procedures.

JOB HOLDER SPECIFICATION

Experience:

- Minimum of 10 years' experience as a farm mechanic;
- Experience being part of and managing a team;
- Experience of maintaining yellow equipment (specifically CAT bulldozers, backhoe's and graders);
- Engineering knowledge to manufacture and weld up farm implements working with the General Manager and Plantation Managers;
- Experience maintaining tractors (ideally New Holland / Case) and farm vehicles / pickups.

Personal qualities and competencies:

- Possess a valid driver's license with a clean driving record and experience driving on forest roads;
- Well-developed interpersonal and communication skills, both oral and written communications, sound presentation, analytical and computer skills;
- Motivated, with a strong work ethics;
- The ideal candidate will be ready to work in an entrepreneurial environment, work as part of a team with a variety of backgrounds;

Remuneration:

- Competitive (please detail your current salary in your application).