

Workshop Manager

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Company: Recruitment Matters

Location: Mazabuka

Category: other-general

Overview

Our client in the Agricultural industry is looking for a Workshop Manager to join their team

Duties and responsibilities include but are not subject to:

Organise, co-ordinate and control the activities of the Workshop Staff.

Train & Mentor all operators, mechanics and tradesmen to a standard of expectation.

Implement and conduct mechanical maintenance programme for all vehicles and mechanical equipment

Work with the Parts Manager and the Procurement Manager in procuring parts and services from reputable and cost effective service providers.

Maintain accurate labour timesheets with a view of controlling overtime and time use inefficiency.

Allocate and check stores requisitions and prices of fuel, oil, spares, tyres, tubes, and cleaning materials

Allocate job cards and instructions on a daily basis.

Forecast, plan, organize and conduct overhauls according to vehicle/mechanical equipment requirements.

Organise the sub-contracting of specific work beyond the capabilities of the workshop relative

to time and equipment as agreed to by the Managing Director and/or Financial Manager.

Notify Parts Department timorously on requirements of spare parts and materials required to achieve job purpose and procure the parts/spares in the most efficient and cost-effective manner.

Review performance of Workshop against standards and targets.

Investigate and report accidents to the Group EHS Manager and complete or assist with the Accident Report.

Investigate and pursue traffic offences and violations of vehicle codes.

Ensure that vehicles and mechanical equipment is correctly serviced/repaired/overhauled prior to dispatch to the internal and external clients.

Conduct physical inspections of new vehicles/machinery/equipment and ensure that licensing, coding, sign writing and customizing have been carried out to Company Specifications.

Maintain vehicle history records efficiently and ensure all files are kept current.

Ensure the timely procurement for all parts required for the efficient use of all vehicles, tractors, implements and machinery.

Supervise and instruct on the correct usage, care and efficiency of all tools, welding equipment, compressors, etc. In the Workshop.

Skills

Good Working Ethic.

Good communication skills

Management Skills

Qualifications

Qualified Diesel Mechanic and 5 years' experience in Mechanical role.

Suitable management experience.

5 years' experience as an artisan.

Experience in hydraulics and pneumatics.

Mechanical experience in heavy machinery.

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