

## Workshop Manager

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Company: Recruitment Matters

Location: Mkushi

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.
- Ensure that the Workshops is maintained in a clean, orderly and safe manner.
- Organise a Workshop Staff Duty Register for Saturdays & Weekends.
- Advise Parts Department on stock levels for spare parts, cleaning materials.
- Ensure that Workshop Staff are trained and kept abreast of modern technology.
- Attend to grievances and discipline timorously.
- Ensure that Workshop Staff adhere to Standard Safety Procedures and the Company Disciplinary Code.
- Refurbishment of tractors, trailers, and implements including spray painting.
- Ensure that staff matters are addressed and always motivated.
- Ensure that all staff in your department are suitably appraised on a quarterly basis. The outcomes of the appraisals are to be presented to Management.
- Institute Disciplinary enquiries for all transgressors with a view of rehabilitating and harnessing a good company ethos and culture. **Skills** Good Working Ethic. Good communication skills Management Skills **Qualifications** Qualified Diesel Mechanic and 10 years' experience in Mechanical Management role.

Suitable management experience. 10 years' experience as an artisan.

Experience in hydraulics and pneumatics.

Mechanical experience in heavy machinery.

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