

Position Title: MECHANICAL ENGINEER

Reporting To: TECHNOLOGY DIRECTOR

Required Skills and Experience:

- Bachelor of Science in Mechanical Engineering
- Minimum of 5 Years' experience in Vehicle and Generator Maintenance including Diagnostics, Overhauling and Refurbishment
- Strong Communication and Interpersonal Skills
- Proven track record of successfully managing a large-scale workshop

Undertaken a range of supervisory duties associated with the running of the Workshop activities as follows:

General Duties:

- To ensure high quality vehicle & generator service and repair standards are met
- To minimize cost by monitoring and controlling expenses
- To maintain employee retention and satisfaction including training and skills improvement.

Workshop Management:

- To ensure that staff, systems and resources are used in the Workshop to meet Departmental requirements and standards in order to provide excellent levels of service at all times.
- To work as part of the Operations Management team to ensure that cost effective and value added solutions are in place to meet NEWL's needs.
- To ensure Service and Repair Targets are met
- To ensure that vehicles are maintained and cleaned on a daily basis and there are sufficient vehicles to meet the business requirements
- Evaluate the work of mechanics to ensure that repairs meet manufacturer's specifications and requirements
- To ensure that vehicles & generators are serviced in accordance with departmental service standards

- To ensure that pro-active planned maintenance is carried out on vehicles & generators to prevent problems occurring
- To act as a technical expert in the Workshop, advising staff on tasks and sharing knowledge through regular toolbox talks
- To ensure that the workshop housekeeping and operating practices are of a high standard and that tools and equipment are well maintained
- Manage quality issues in all aspects of production, workshop operation in line with NEWL Business practice
- Day to Day Management of Workshop Staff
- Provide a well-run and maintained workshop including building maintenance and other issues in relation to the management of the workshop
- Establish and implement effective housekeeping and workshop management systems such as stock control
- Identify training needs for staff and establish yearly training program and its implementation

Health and Safety (H&S):

- Reinforcing correct safety behaviors, reporting all hazards & incidents and completing assigned actions.
- To ensure that all staff undertake their duties in Compliance Policies and Procedures
- Ensure a safe working environment by leading on the implementation of H&S policy, systems and procedures
- Develop and deliver work methods and standards that will ensure health and safety legislation is complied with
- Undertake duties in relation to fire safety, as set out in the H&S Policy including upkeep of a Fire Safety Plan
- Ensure that all persons are aware of safety procedures and embed a strong organizational culture - seeking to develop a positive attitude to health and safety among staff, volunteers and participants
- Establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment

- Provide adequate training, information, instruction and supervision to ensure that work is conducted safely
- Weekly inspection tours of NEWL workshop premises and overseeing Quarterly inspection of operations
- Establish service reminder system to all company vehicle users; maintaining regular contact with vehicle users
- Maintain service and parts co-ordination through regular meetings with Procurement Department
- Any other tasks that may be assigned to you by your Line Manager from time to time.

The position will attract a competitive salary package, which will include excellent benefits. Applicants are invited to submit their Application Letters, Resume's, Copies of Certificates and other Credential Certificates via e-mail to:

Apply to:

Human Resources and Administration Manager

P.O.BOX 7026

ARUSHA.

Email to: HR@newl.co.tz, or By hand delivery at NEWL Offices

Deadline – 30th April 2018

If you are not contacted by Northern Engineering Works Limited Twenty (5) days after the closing date, you should consider your application as unsuccessful.

Short listed candidates may be subjected to any of the following: competency assessment, physical capability assessment and background reference check.