

NATIONAL DRAINAGE AND IRRIGATION AUTHORITY



JOB DESCRIPTION

POSITION: MECHANICAL ENGINEER

DEPARTMENT: MECHANICAL ENGINEERING

REPORTING TO: MANAGER OPERATIONS & MAINTENANCE

BAND: 5

Job outline:

The holder of the post will be required to ensure the efficient operation and maintenance of its equipment, Pumps, Boats, Outboard Engines, Pontoons and Vehicles.

Main responsibilities

- Assist in the Preparation of monthly Operation and Maintenance Reports Assists in the Preparation of Daily, Weekly and Monthly Equipment and Pontoons Operation and Maintenance Reports and submit to the Chief Mechanical Engineer
- Assists in the preparation of work order for Maintenance and Spare Parts Requisition
- Assists in the Preparation of Daily Work Program for Mechanical Foreman
- Assists in ensuring that all Maintenance Works are logged in the History File by the Preventative Maintenance Clerk
- Assists in the monitoring of annual department budget
- Assists in the procurement of Spares and Services
- Assists in reviewing of all Mechanical Designs
- Assists in reviewing of the Procurement of Equipment, Vehicles and Pumps

Authority

- give assignments to consultants and contractors within approved contract budgets;

Working relationships:

- daily contacts with Procurement Division and Regional Engineers;
- outside contacts with consultants and contractors working in D & I.

Job requirements:

The job holder must have a Bachelor's Degree in Mechanical Engineering from a recognized institution plus two (2) years relevant experience.

Principal organizational relationships

The Mechanical Engineer interfaces regularly with the Chief Executive Officer and senior personnel from other agencies, local and international, government ministries on matters.

Supervisory Responsibility

This job holder will be required to supervise the minimum of three persons.

Work Environment

While performing the duties of this job, the employee regularly works in a field setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m but the incumbent may be required to work weekends and beyond the call of duty as the need arises.

*Prepared by: Ms. J Blackman
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