



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: MECHANICAL FOREMAN

REPORTING TO: MECHANICAL ENGINEER

BAND: 4

Mechanic Foreman leads successful on-site installation, servicing and repair processes of complex equipment, and systems without direct supervision. Supervise the installation, assembly, dismantling, maintenance, troubleshooting, and repair of machinery as well as troubleshooting.

Main responsibilities

- Uses diagnostic equipment to evaluate mechanical problems in vehicles.
- Provides guidance and direction to all staff members assigned to Fleet Maintenance
- Prioritizes work order and assign appropriate shop staff.
- Maintains vehicle records and repair data in the districts fleet management software program.
- Recommends all contract vehicle repairs.
- Assists with the development of the department's annual budget.
- Responsible for ensuring inventory records of supplies and parts are kept
- Attends all in-service training classes and professional development as required by management.
- Practices safe work habits and use personal protective equipment as required.
- Routinely inspect all workshop equipment and work area to maintain a safe environment for our employees.
- Assist Mechanical Engineer and Transportation Officer in the implementation workshop procedures and policies through positive example, and instruction to others.
- Keeps Management abreast of vehicles requiring major repairs, rolling repairs and total fleet readiness.
- Adheres to the districts purchasing guidelines, and with the approval of the Director of Transportation.

Requirements

The job holder must have a Diploma in Mechanical Engineering from a recognized institution along with apprenticeship certificate or the equivalent within the specific trade/craft area and five (5) years of successful mechanic.

Or

The job holder must have a Technician Certificate in Mechanical Engineering Parts 1 & II from Government Technical Institute along with six (6) years' experience in the repair and maintenance of heavy diesel equipment

Other Pre-requisites

Demonstrated aptitude to provide leadership over other mechanics and support staff.

Strong verbal communication skills to provide direction on complex repair and maintenance issues and provide training to other employees.

Knowledge of and willingness and ability to train employees in safety equipment; enforce safety procedures and injury prevention procedures

Supervisory Responsibilities: Supervise and evaluate employees assigned to fleet maintenance including: Mechanics and Heavy Duty Mechanics.

Equipment Used: Small hand tools, drills, drill press, grinder, air-powered tools, torch, jack, lift equipment, vehicle diagnostic, repair equipment, personal computer, fax machine, phone, and copier.

Physical Demands: Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching.; routinely lift and carry parts and equipment 15-75 pounds; possess manual dexterity to complete projects in a craftsman fashion. Environment: Work around moving objects or vehicles; fumes, solvents, grease and oil. May work under

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 respectively. The job holder may be required to work outside this timeline as the need arises

*Prepared by: Ms. J Blackman
Human Resource Manager*

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