

SELECTION CRITERIA AND JOB DESCRIPTION OF MANAGER WORKSHOP

A. SELECTION CRITERIA

Qualification: B.Sc. Mechanical /Industrial manufacturing/ Automobile Engineering or any other relevant degree from HEC recognized institution.

Experience and Expertise: Minimum 5 (Five) years of experience in managing large fleets of heavy vehicle / equipment along with related repair and maintenance experience. The candidate shall be well versant with the automotive standards, material specifications, vehicles' specifications, and have in-depth knowledge of spare parts and alternative fabrications. Candidate with experience of managing the automobile related mechanical workshop shall be preferred.

Age: Maximum 45 years

B. JOB DESCRIPTIONS

1. Establish and implement departmental objectives, work plans, work instruction, safety procedures, departmental policies and procedures.
2. Management and supervision of the staff engaged in fabrication, R&M related routine activities
3. Responsible for troubleshooting, R&M disputes of SWM vehicles and pool vehicles of the company.
4. Lead and supervise team to fabricate the work piece, machinery and equipment as determined by work order specifications.
5. Making plans for routine maintenance of vehicles
6. Review work orders to ensure that all actions have been documented according workshop policies and procedures.
7. Monitors fabrication work process to reduce costs associated with running the operations.
8. Ensure that the demand of spare parts and related other items for R&M of the vehicles/machinery timely forward to the procurement department.
9. Responsible for job scheduling and job allocation of labour / team to perform day-to-day workshop operations.
10. Forecast and organize purchasing in such a way as to maintain a stock inventory to avoid unnecessary delays.
11. Record observation and findings during diagnostics run and decide on the correct method of repair, as necessary.
12. Supervise to follow up on actual progress of each individual repair job.
13. Provide on the job training as well as coaching and mentoring to mechanics and helpers.
14. Ensuring timely departure of SWM vehicles and pool vehicles from the workshop.
15. Responsible to prepare cost and material estimates.
16. Plan and prepare annual budget for the department and facilities, scheduling expenditures, analyzing variances and initiating corrective actions.
17. Ensure that actual expenditure is within the allocated budgets.
18. Perform any other duty assigned by the senior management.