Job Description: Mechanical Support Manager

Department: Programme
Scale: MECH 3
Line managed by: Technical Operations Manager, Ukraine
Responsible for line managing: Mechanical Technician, National Staff as Directed
Location: Ukraine

MAG's vision is a safe future for women, men and children affected by violence, conflict, and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose: The postholder will work with MAG's programmes in Ukraine to ensure MAG's light and heavy plant machinery are managed and maintained in such a manner as to support operations in the most efficient way possible. This will be done through both in person visits to deliver practical technical support as well as through remote support and advice as required. The primary responsibilities of the job are:

a) **Technical**: Responsible for all mechanical assets under their supervision are correctly operated, serviceable, maintained, repaired and spares coordinated within the program.
b) **Capacity Building and HR:** Support programmes to identify and /or train and mentor appropriate staff into light and heavy plant machinery and provide technical input into / lead on investigations related to light and heavy plant machinery and workshops.
c) **Policy, Procedure and Systems:** Development and / or roll out of policy, procedures and systems related to timely maintenance, servicing, repair and replacement of light and heavy plant machinery and vehicle assets as well as Health and Safety protocol related to light and heavy plant machinery and fleet.
d) **Infrastructure Development:** Review of light and heavy plant machinery and fuel supply and storage infrastructure across Ukraine and lead on the design and construction of workshops, fuel stations and other similar projects, as directed.
e) **Asset use and Innovation:** Advise Operational staff/program on appropriate light and heavy plant machinery and fleet assets for required purpose as well as lead on innovative solutions to challenges identified.
f) **Green Response:** Proactively identify measures that can be taken to improve the organisations' environmental footprint across Ukraine with regards to management of light and heavy plant machinery and fleet assets as well as broader net zero initiatives.

Job Description

Technical

- **Planning**: Ensure effective planning for all mechanical operations and regularly provide written activity reports and ensure that adequate spare-parts and consumables are in place at all times.
- **Monitor**: Conduct, monitor and supervise mechanical inspections, servicing, and repairs for all mechanical assets.
- **Communications**: Provide written reports per asset, showing maintenance log and planned procurement needs.
- **Support**: Advise TOM and TFMs on equipment capabilities and program capacity for when planning of task sites for mechanical clearance/ground preparation.
- **Suppo**rt: Assist the TOM in developing draft country programme strategy, plans, proposals, and budgets with regards to all mechanical assets and spares in line with MAG's mission and mandate.

Capacity Development and HR

- **Training (Mechanical):** Develop appropriate training programmes for maintaining and repairing light and heavy plant machinery for mechanical staff in coordination with the TOM.
- **Recruitment:** Provide input into the recruitment of national and international staff as it relates to skill set required for both mechanical positions
- **Investigations:** Lead and / or support investigations related to mech as well as train appropriate international and national staff to be able to conduct these

Policy, Procedure and Systems

- **SOPs:** Support Technical Operations Managers (TOM) on the development of SOPs for each light and heavy plant machinery asset as well as provide support to the accreditation process where required
- **Maintenance Schedules:**
    - Provide technical advice on improvements which can be made to existing maintenance schedules for light and heavy plant machinery in keeping with MAG's operational requirements.
    - Work with the program to ensure preventive maintenance is carried out as per schedule. in line with manufacturer's guidelines and warranties and monitor post repair performance.
- **Inventory Management:** Provide support to programs on identifying projected usage for spare parts related to light and heavy plant machinery as well as source origin for these parts.
- **Response Plans:** Review, revise and / or develop response plans related to light and heavy plant machinery / vehicle breakdown or malfunctioning.
- **Health and Safety:** Support the implementation of health and safety protocol related to workshops and fleet, including MAG's Drivers Handbook

Infrastructure Development

- **Workshops:**
    - In instances where there are existing workshops (mobile and / or permanent), review set up and identify any health and safety concerns and set out plans to ensure compliance.
    - In instances where there are no workshops, assess requirements to establish one, including cost analysis Vs maintaining status quo.
    - Supervise construction of workshops in instances where this is agreed as the best course of action.
- **Fuel Supply and Storage:**
    - Assess fuel accessibility and supply and advise on best set up for their circumstances.
    - Supervise establishment of MAG fuel storage facilities in instances where this is agreed as the best course of action.

Asset Use and Innovation

- **Asset Type:**
    - Provide technical and strategic input related to current and planned light and heavy plant machinery use for proposals, budgets, and country strategy.
    - Advise TOM on appropriate assets with regards to capability for on current/future task sites as well as identify any assets that could improve efficiency and effectiveness.
- **Targets:** Support programs to set realistic performance targets for each type of light and heavy plant machinery asset that takes into account anticipated operational downtime (e.g seasonal impact)
- **Quality Assurance:** Conduct in person QA visits on light and heavy plant machinery and mechanical personal.

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience in mechanical and fleet management, including MineWolfs.
- Experience of maintaining and repairing a large fleet of vehicles and wide range of mechanical assets. This includes diagnostics; welding (skilled in welding/arc welding specific, TIG and MIG welding desirable); preventative maintenance; and ability to find creative solutions.
- Experience of working in a developing country and an understanding of the constraints this imposes.
- Experience of designing and delivering training in the repair and maintenance of fleet and other assets.
- Experience of managing and capacity building a team of national staff.

Essential Skills and Knowledge

- Excellent organisational skills with the ability to coordinate and prioritise activities.
- Excellent literacy, numeracy, and IT skills (e.g., Word/Excel).
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Verbal and written English language skills.

Essential Aptitude

- Innovative and proactive with a problem-solving approach where systems can be improved.
- Determined and committed to the highest quality standards.
- Ability to establish and maintain effective working relationships at all levels internally and externally, including suppliers.
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Ability to represent and promote MAG.
- Interest in and commitment to MAG's humanitarian and capacity building mandate.
- Self-motivated, flexible, and enthusiastic approach to work.

Qualifications

- Relevant certification, licenses for different skills such as welding, heavy machine repair, maintenance, and management.

Desirable

- Previous experience setting up a workshop suitable for maintaining large fleet of vehicles and wide range of mechanical assets.
- Experience of working in Ukraine in a similar role
- Previous experience in, or exposure to Humanitarian Mine Action, including EOD qualification (not essential)
- Previous experience with maintaining and operating MineWolf
- Previous experience in maintaining Plant equipment such as mini/medium tracked excavators, JCB type Front End Loader/Backhoe machines, their ancillaries', and respective hydraulic systems.

Signed employee:	**Date:**
Signed manager:	**Date:**