



Job Description: Mechanical Support Manager

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| Department: | Programmes |
| Scale: | Mech 3 |
| Line managed by: | Head of Support Services |
| Responsible for line managing: | Head Mechanic, Mechanical Operator (Field), Drivers |
| Location: | South Sudan |

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 be responsible for ensuring MAG's vehicle fleet and mechanical assets are managed and maintained in such a manner as to support operations in the most efficient and effective way possible. The primary responsibilities of the job are:

- Lead the day to day and strategic management of MAG fleet of heavy and light vehicles, mechanical assets, generators and workshops ensuring high standards of performance, safety and optimisation of costs.
- Ensure effective and timely maintenance, servicing and repair of the MAG fleet and all mechanical assets.
- Support and supervise the deployment of Mechanical assets for MAG Field Operations.
- Providing timely support to mechanised clearance teams, including repairs and spares provision ensuring continual operations in line with contracted requirements.
- Managing a team of mechanics and delivering training to national staff to strengthen capacity to conduct maintenance, repairs and the correct use of tools, equipment, vehicles and mechanical assets.
- Review fuel and lubricant consumption reports, fuel replenishment needs for Ops base / field team locations and advise on fuel and lubricant management tools requirement.

It is expected that the postholder will be based in Juba with very regular travel to the field locations for technical support and training.

Job Description

Strategic Management

- Provide technical support to procurement processes related to machine and vehicle workshop repairs, participating in procurement committee meetings and tender evaluation of suppliers.
- Provide health & safety guidelines throughout their remit, providing safety precautions signage for the workshop and making sure operator and driver safety is adhered to with toolbox talks held regularly.
- Support standardisation initiatives across fleet and mechanical area to support remote operations as well as base locations by reviewing the technical specifications requirements for any new vehicles, mechanical assets, workshop tools, communication equipment and generators that are fit for purpose
- Work with HoSS and support logistics to ensure effective management of all spare parts and consumables, managing consumption rates and pro-actively re-supplying fast moving items and key components.
- Develop procedures with HoSS and TOM on what should be managed internally and externally for mechanical assets and fleet respectively, which provides the necessary mechanical support for maintenance, repairs and procurement management of tools and assets needed.
- Assist and support in developing draft country programme strategy, plans, proposals and budgets with regards to all mechanical assets, fleet and spares in line with MAG's mission and mandate.
- Work with HoSS and Finance Manager to monitor running costs and burning rate of relevant budget lines for the Fleet and Mechanical area.

- Work with Global Fleet Manager in supporting MAG Global fleet initiatives ensuring that field requirements and operational constraints are adequately factored in and sharing locally developed best practices.
- Work with the relevant management to develop a fleet and mechanical asset replacement plan and provide input into the new projects' development processes. The plan should aim to ensure the sustainability of the fleet and mechanical assets available for running the operations, making sure that vehicles or mechanical assets are disposed of if they represent a safety risk or are beyond economical repair.

Technical Management

- Lead workshop operations both in the base and the field, to provide timely servicing/repairing of vehicles and mechanical assets, ensuring high standards of safety for staff, assets and MAG properties.
- Supervise and monitor the maintenance, repair and replacement of a large fleet of vehicles and mechanical assets within the programme.
- Ensure all mechanical assets and vehicles are fully functional throughout the season and where required:
 - Carry out assessments and recommendations for any immediate actions in writing to HoSS /TOM
 - Provide lessons learned with each incident/accident and breakdown.
 - Conduct full (written) diagnostics at start and end of season.
 - Undertake any repairs at the field site with required support – mechanical, electrical, welding as necessary - to minimise operational downtime.
- Provide technical advice on improvements, which can be made to existing maintenance schedules in keeping with MAG's operational requirements and ensure/oversee their implementation through ODT.
- Ensure preventive maintenance programs are carried out as per schedule and monitor post repair performance, guaranteeing respect of key manufacturers' guidelines and ensuring that all elements linked to warranties are factored in and considered.
- Develop and prepare assets for field operations and prepare response plans to support machine/vehicle breakdown or malfunctions, with the view to setting up and supporting a field workshop.
- Assist in fuel and lubricant management; Re - order planning, Monthly Consumption review and reporting, advise on bulk fuel storage maintenance needs and frequent calibration.
- Carry out monthly Maintenance and repair reporting, by reviewing Job Cards against spare parts use to determine workshop maintenance capacity against the operations need.

Managing Mech Asset deployment

- Ensure effective planning for all mechanical asset operations and provide written activity reports where necessary and ensure that adequate spare-parts and consumables are always in place.
- Set realistic performance targets for each type of mechanical asset and work with the TOM to ensure performance and delivery with minimum downtime through the operational year. This includes e.g. considering the weather and seasonal impact in the operational areas avoiding unnecessary downtime.
- Conduct, monitor and supervise mechanical asset inspections, servicing and repairs for all mechanical assets.
- Provide technical advice to the TOM in deploying mechanical assets, to ensure maximum output for each machine in any given situation (season or environment).
- Provide training of mechanical assets to operators' and revise competencies where necessary to determine adequate technical needs that will lead to proper machine maintenance and efficiency.
- Advise on the asset disposal recommendation based on the age, mechanical state as per manufacturers manual and guidelines.

Capacity building and HR

- Assess existing technical capacity of the Fleet and Mechanical team, develop comprehensive training plans in coordination with the HoSS and HR manager and revise these plans annually or when necessary.
- Design, develop, deliver and evaluate the appropriate training programmes for movement planning; safety, security and driver management; and cost management as it relates to fuel, rentals, maintenance & repairs, and insurance.
- Provide input into the recruitment of staff as it relates to the mechanical skill set required.
- Provide input into the selection of drivers and input into vehicle care and MAG Driver Policy, ensuring that drivers are suitably qualified and trained in the correct use and application of the respective vehicles.
- Provide hands-on supervision, quality control and where necessary coaching and mentoring of national staff to ensure robust maintenance and vehicle safety is always maintained.
- Carry out mechanical QA on all mechanics within the program.
- Audit all Health and Safety annually or when necessary, within the realms of your remit.



Data Management and Reporting

- Ensure that the Operators are fully briefed on all mechanical/machine based technical issues and any technical difficulties arising regarding mechanical assets and data collection.
- Oversee the production of weekly/monthly maintenance reports and ensure that they are submitted in a timely manner to programme senior management team.
- Work with Finance and HoSS to monitor Fleet and Mechanical running costs and overall cost structure, aiming to identifying cost-saving initiatives.
- Lead a quarterly fleet assessment to present to Programme SMT, with focus on evaluating the state of the available fleet and mechanical assets, identify risks and opportunities, propose initiatives to leadership linked to disposal or replacement of problematic vehicles and/or mechanical assets.
- Support the management in improving the movement planning system aimed at maximising the usage of available vehicles and reduce as much as possible any need for rental vehicles.

Health & Safety

- Support the HoSS in ensuring MAG's fleet is fit for purpose and managed in line with MAG's Health and Safety standards and MAG Drivers handbook/Policy, taking preventative action where required, e.g. delivery of driver training courses, ensuring all vehicles have log books etc.
- Proactively identify, escalate and propose mitigation measures for any risks related to management, vehicles and mechanical assets in complex operating context and volatile security situations.
- Ensure that working conditions of staff working in the fleet management and mechanic support team are respecting critical safety and security standards, with a special focus over the safety within the mechanical workshop.
- Ensure that mechanical asset and fleet management operations are limiting as much as possible the environmental impact, including setting up a safe waste management plan through proper disposal system for dangerous/hazardous components such as batteries, waste oils, used components etc.
- Ensure that all vehicle and mechanical asset incidents are reported in writing in a timely manner, and the information passed to the CD/TOM/HoSS for upward referral to HQ.
- Support investigations when accidents and incidents have occurred, ensuring lesson learnt exercises and ensure a constant improvement of the risk management component of fleet and mechanical asset management is adhered to.
- Ensure that all drivers are familiar with critical safety and standards policies and practices.

Relationships and networking

- Ensure the programme senior management team are kept up to date of all relevant issues relating to the fleet and mechanical programme.
- Ensure relevant staff understand and adhere to the provisions of the MAG Policy on Personal Conduct, and everybody in the country is aware and is respecting the fleet and mechanical asset management policies, escalating any issue or potential risk on a timely basis.

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 encounters 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 of designing and delivering training in the repair and maintenance of fleet and other assets, plant machine operating including conducting training needs assessments.
- Experience in mechanical and fleet management, including plant machinery and Tiller and Flail remote platforms .
- 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 and safe solutions.
- Experience of working in a complex operational area and an understanding of the constraints this imposes.
- 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.
- Developed IT skills, with focus on Microsoft Office Applications and reporting tools.
- Capacity to monitor and analyse the key data points for management of fleet and mechanical performance, workshop management and
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Verbal and written English language skills.

Essential Aptitude

- Be willing and able to work outside normal office hours (incl. MAG work cycles/weekends/stand downs) to reduce length of breakdown times for mechanical assets/vehicles.
- Innovative and proactive with a problem-solving approach where systems can be improved.
- Team player, with ability to establish and maintain effective working relationships at all levels
- Positive attitude, with a special focus on supporting the team development and achievements
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Interest in and commitment to MAG’s humanitarian and capacity building mandate.
- Self-motivated, flexible and enthusiastic approach to work.

Qualifications

- Relevant National - International certification, workshop management, heavy plant machinery management – skill set such as welding, vehicle and heavy machine repair, maintenance and management.

Desirable

- Previous experience setting up a workshop suitable for maintaining and managing a large fleet of vehicles and wide range of mechanical assets including the administration.
- Previous experience in maintaining plant equipment such heavy /light plant machinery prime movers and ancillaries, Industry driven mineclearance machinery.
- Previous experience in, or exposure to Humanitarian Mine Action.

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| Signed employee: | Date: |
| Signed manager: | Date: |