



Job Description

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Job Title Mechanical Supervisor	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Supervisory	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Mechanical Supervisor will be responsible to provide/execute an excellent preventive and corrective maintenance on company facilities by ensuring the integrity of our assets to minimize all unnecessary downtime, product loss and adhering to set guidelines, local regulations, Standard Operating Procedures (SOP's) as well as to ensure all company assets and resources are well optimized.

Responsibilities

1. Equipment Maintenance:

- Perform routine maintenance and inspections on mechanical equipment, buildings and systems to align with SOP's.
- Supervise technicians, contractors and participate in diagnosing and troubleshooting mechanical issues and malfunctions of all critical equipment's.
- Supervise technicians and contractors in conducting repairs and preventive maintenance tasks as needed according to inspection checklist issued by supervisor.
- Identify and control all critical equipment and establish minimum critical spares/materials and ensure they are purchased for store holding with advice from Maintenance Engineer.
- Monitor inventory of critical spares in coordination with stores personnel
- Closely monitor and ensure all firefighting equipment and emergency tools are in good condition

2. Installation and Assembly:

- Participate on the installation and assembly of mechanical components and systems and ensure the installation and assembly follows manufacturer's guidelines, industry best practise and company procedures.
- Follow technical drawings, operation and maintenance manuals, blueprints, and specifications.
- Ensure proper alignment, fit, and functionality of all parts around the Depot.

3. Testing and Calibration:

- Ensure tests and measurements to assess the performance of mechanical systems all around the depot.
- Ensure Calibration of all equipment's to meet specified standards on the operation as per maintenance manual.

- Analyse all tests and calibration results in accordance to company procedures, document the information and ensure records are well maintained.

4. Documentation:

- Maintain accurate records of maintenance and repair activities such as inspection checklists, inspection reports etc.
- Ensure documentation of equipment specifications, maintenance logs, and repair reports are well maintained.
- Produce weekly reports of completed, on-going and pending activities and status of critical equipment
- Accurately create, update and close maintenance work orders as required using the company's Computerized Maintenance Management System (CMMS).
- Prepare and submit ALL Root Cause Analyses (RCA) for all breakdowns of ALL Critical Equipment.

5. Tools and Equipment:

- Properly supervise the use and maintain hand and power tools as well as equipment such as forklift.
- Ensure that workspaces are organized and clean and all working tools and equipment arranged in order.

6. Collaboration:

- Work closely with engineers, technicians, and other team members to complete planned and unplanned maintenance works.
- Communicate technical information effectively with other Engineering team such as projects, electrical team.
- Monitor closely the contractors and technician who working for the company to complete the task on scheduled time and as per recommended specification and quality.

7. Closely manage job performance of technicians

8. Perform any other related duties as may be assigned by your superior.

9. Principal Activities:

- Preventive and Corrective Maintenance of all TIPER assets
- Compliance of HSSEQ policies and procedures for all maintenance activities
- Mechanical technicians and contractor supervision and performance

Education & Qualifications

- Advanced Diploma in Mechanical or Industrial Engineering from a recognized institution.
- Bachelor's Degree in Mechanical or Industrial Engineering is an added advantage.

Requirements

- A minimum of 3 to 5 years working experience in a petroleum industry or manufacturing on a supervisory level, incorporating, operations and engineering.
- Proficient in using CMMS and other relevant engineering and administrative software

Characteristics

- Knowledge of mechanical systems, components, and equipment.
- Familiarity with technical drawings and blueprints.
- Strong problem-solving skills and attention to detail.
- Ability to use hand and power tools effectively.
- Good communication and teamwork skills.
- Strong interpersonal skills
- Ability to work under minimal supervision
- High level of responsibility and accountability
- Team player
- Strong analytical and problem-solving skills
- Calculation and arithmetic exactness and accuracy
- Asset Maintenance and reliability training at least once a year
- Operation and maintenance of critical equipment and newly installed technology at least twice a year.
- HSSEQ trainings such as hot work, working in confined space etc.

Reporting To

Maintenance Engineer

Driving Licence

Not Required

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