



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Workshop Manager/ Foreman	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Logistics & Operations
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Logistics & Operations: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

You will play a pivotal role in ensuring the efficient and effective maintenance and repair of our fleet of trucks. The Leader/Foreman will supervise a team of mechanics, coordinate repair and maintenance tasks, and manage interactions with truck drivers requiring vehicle fixes. The ideal candidate should possess strong leadership skills, technical expertise in vehicle mechanics, and the ability to manage tasks in a fast-paced environment.

Responsibilities

Supervision and Team Management:

- Supervise and lead a team of mechanics, providing guidance, training, and performance feedback.
- Allocate tasks and responsibilities to mechanics based on their skill sets and workloads.
- Monitor work progress, ensuring timely and quality completion of repair and maintenance tasks.

Repair and Maintenance Coordination:

- Plan and prioritize repair and maintenance tasks for the workshop, including routine servicing, diagnostics, and complex repairs.
- Coordinate with mechanics to ensure the availability of required parts, tools, and equipment.
- Monitor repair timelines to minimize vehicle downtime and ensure efficient fleet operation.

Technical Expertise:

- Possess in-depth knowledge of truck mechanics and diagnostic techniques.
- Provide technical guidance and assistance to mechanics in troubleshooting and resolving complex mechanical issues.
- Stay updated with industry trends and advancements in vehicle technology to improve repair processes.

Driver Interaction and Customer Service:

- Manage interactions with truck drivers bringing vehicles for repair, ensuring clear communication and efficient scheduling of repairs.
- Address driver inquiries, provide updates on repair progress, and maintain a professional and courteous approach.

- Collaborate with drivers to understand issues and gather necessary information for effective repairs.

Quality Control:

- Inspect completed repairs to ensure they meet quality standards and safety regulations.
- Implement quality control measures to prevent recurring issues and improve repair outcomes.
- Perform post-repair testing and ensure vehicles are roadworthy before returning them to drivers.

Safety and Compliance:

- Uphold safety protocols and guidelines within the workshop environment.
- Ensure compliance with company policies, industry regulations, and environmental standards.
- Promote a culture of safety awareness and adherence to guidelines among workshop staff.

Reporting and Documentation:

- Maintain accurate records of repair and maintenance activities, including work orders, parts used, and labour hours.
- Generate reports on workshop productivity, repair trends, and operational insights for management review.

Education & Qualifications

- Bachelor's degree/Technical Diploma or equivalent; certification in automotive mechanics or related field preferred.

Requirements

- Minimum experience of Five (5) years as a foreman or supervisor in a vehicle repair workshop setting.
- Strong technical knowledge of truck mechanics, diagnostics, and repair techniques.

Characteristics

- Excellent leadership, communication, and interpersonal skills.
- Proficiency in using computerized diagnostic equipment and repair software.
- Ability to work in a fast-paced, dynamic environment and manage priorities effectively.
- Detail-oriented with a focus on delivering quality repairs and maintaining accurate records.
- Knowledge of safety regulations and compliance standards within the automotive repair industry.

Reporting To

Logistics Manager

Driving Licence

Not Required

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