# LS03303
# WORKSHOP SUPERVISOR

**Level 6**

## Reports to (Hierarchical)
Fleet Manager / Logistics Coordinator

## Reports to (Functional)
Fleet Manager / Logistics Coordinator

## Job Family
Logistics and Supply

## Main Purpose
Supervising and monitoring the implementation of the daily mechanical servicing activities in the capital and project according to **MSF** standards, protocols and procedures in order to ensure the efficient running of the workshop and the mission's vehicles and motorized engines

## Accountabilities
- Supervising and monitoring on a day-to-day basis the implementation of the mechanical servicing activities in the mission ensuring compliance to **MSF** standards, protocols and procedures. This includes the following tasks:
  - Ensuring the mechanical repairs and maintenance of the vehicles and motorized engines (generators, motor pumps, etc.). Supervising, organizing, and planning the schedule for the periodic servicing of all vehicles (corrective, predictive and preventive) and motorized engines both for the capital and field, in order to ensure optimal working conditions of the fleet and extend its longevity
  - Following the Logbook and to ensure safe working conditions, supervising the services performed by the mechanics, assistant mechanics, drivers and or trainee agents and if necessary, performing the special and complex services referred to in the logbook deciding whether a vehicle requires an urgent or unscheduled intervention
  - Managing, organizing and identifying the spare parts, consumables and tools required by the fleet and his/her team, evaluating local providers suitability and placing the corresponding order to ensure on time delivery, cost efficiency and quality. Monitoring incoming and outgoing deliveries of spare parts and consumables (fuels, lubricants, etc.) and informing the line manager of stock levels on a weekly basis, in order to ensure availability and rationale use as well as a continuous delivery service between the capital and field
- Supervising and leading the logistic team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule; organising and leading team meetings
- Planning and supervising the HR processes (recruitment, training, performance evaluation and internal, external communication) of the drivers and mechanics in order to ensure both the sizing and the amount of knowledge required for the activity
- Providing monthly activity reports and implementing reporting practices and protocols in order to ensure that all vehicle documentation is in order and inspection reports are

conveniently filled by the drivers
- Performing delegated tasks according to his her speciality and as specified in his/her job description

## Education
Essential driving license and formal training in mechanics

## Experience
At least 2-3 years' experience in similar jobs

## Language Level Description
## B1  Independent User
## Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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