

JOB TITLE	Lead Mechanic
LOCATION	Guyana
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

Lead Mechanic is responsible for organizing and overseeing daily fleet maintenance tasks in a timely manner, confirming all required documentation is completed properly and ensuring a safe work environment.

Objectives:

- Ensure maximum efficiency from team members.
- Complete all scheduled repair and PM tasks.
- Confirm all documentation is completed properly.

JOB RESPONSIBILITIES & DUTIES

- Supervise preventive, routine, and non-routine fleet maintenance.
- Ensure team resources are utilized to obtain maximum efficiency.
- Communicate effectively with Maintenance superintendent & foreman.
- Ensure that all data collection and reporting is maintained as directed
- Ensure all site safety rules and regulations are met
- Confirm quality of all repairs
- Other duties as assigned.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Certification in Heavy equipment mechanics.
- Knowledge of heavy equipment systems.
- Minimum of three (3) years' proven experience.
- Proven knowledge of operations and maintenance of equipment such as loaders, excavators, stackers, graders, manlifts, forklifts, cranes and trucks.
- Proven leadership skills
- Ensure good housekeeping in his/her working areas
- Use of Microsoft Office Suite and Computer.