



**MAINTENANCE DEPARTMENT
JOB DESCRIPTION FORM**

Ref Number:24002

Date: 3/27/2024

MAINTENANCE SUPERINTENDENT

Position Title
<i>Maintenance Superintendent</i>
Department
<i>Maintenance</i>
Reports To (Position Title)
<i>Maintenance Manager</i>
Job Overview
<ul style="list-style-type: none">- <i>The position is responsible for planning coordination of all maintenance and repair activities within the Drilling and light mobile fleet.</i>- <i>The position will ensure the application of best practices and procedures are applied and monitored to ensure a safe, reliable, and available mobile fleet throughout its useful life and within budget.</i>
Responsibilities and Duties
<p>Effectively plan and organise the repair and maintenance of site machinery and equipment.</p> <ul style="list-style-type: none">▪ Accurately tracks all the service details and ensure machines are serviced on time.▪ Ensures all service schedules are adhered to.▪ Ensures that mechanics execute work according to acceptable work and safety standards.▪ Evaluates all machines problems presented for repairs or maintenance.▪ Ensures the correct checklist is used for specific machinery repair and maintenance.▪ Evaluates input from Drillers to ensure plant problems are accurately addressed.▪ Ensures mechanics follow up on reported problems▪ Ensures at month end that hourly and daily charge rates are correct.▪ Ensure sites accurately record breakdown details.▪ Collates time sheets from mechanics and checks that hours worked are accurate.▪ Identifies recurring work patterns that detract from the value of effective site repair and maintenance. <p>Effectively manage all site spares requirements</p> <ul style="list-style-type: none">▪ Evaluates likely machine spares for specific operations like special projects, modification or Overhaul.▪ Completes the appropriate site spares requisition documentation – part numbers etc. – and forwards to the Procurement supervisor.▪ Conducts random checks to ensure the correct spares have been delivered to the store.▪ Liaises with Procurement department on incorrect spares delivered.▪ Compiles lists of interchangeable spares to maximise site spares availability.▪ Ensures the Supply Chain management receives the correct documentation from suppliers, stores.▪ Ensures the correct manuals and handbooks accompany to site workshops. <p>Effectively deal with site personnel and safety requirements</p> <ul style="list-style-type: none">▪ Ensures all sites are adequately staffed with appropriate with appropriate mechanical personnel.▪ Supervises the work of site mechanics.▪ Trains semi-skilled staff.▪ When requested, assists with the selection of site mechanics.▪ Provides personal assistance to site mechanics on new sites.▪ Makes sure site plant staff takes full responsibility for tools.▪ Ensures site workshop staff complies with all health and safety requirements.



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Effective self-management and management of Drill Rig Equipment personnel

- Demonstrates consistent application of internal procedures.
- Escalates identified problems to the Maintenance manager.
- Promotes harmony and teamwork.
- Promotes sharing of knowledge through informal and formal channels.
- Follows through to ensure that personal quality and productivity standards are consistently and accurately maintained.
- Maintains a positive attitude.
- Responds openly to feedback.
- Assumes responsibility to develop employees within department.
- Manages own development (skills and knowledge).
- Plans and prioritise, demonstrating abilities to manage competing demands.

Supervises subordinates on daily tasks.

- Conducts meeting daily and weekly with team.
- Delegates tasks to the team including Expats and Local Staff.
- Provides feedback to the team on work completed.
- Discusses sub ordinates performance on an on-going basis.
- Be Hand on and mentoring the staff in Rigs repairs.

Coordinates technical activities within own function by involving other team players.

- Provides input from own field of expertise.
- Involves all disciplines within own department and individuals performing different tasks and roles and optimize productivity and good teamwork.
- Encourages team participation in problem solving techniques.

Apply safety practices in executing daily tasks.

- Ensures compliance to general safety policy and procedures
- To ensure safety of self, own team, and employees in general

Qualifications

Education Level: Mechanical, electrical, or electromechanical Engineering/ Mechanical training as Diesel trade certificate with Hands On experience in Exploration drilling and blast hole drilling.

Years of Experience: 5 years Minimum in Snr Supervisory positions and 3 years of mechanical experience with hands on.

Required Licenses and Certifications (Optional/If position required):

- Drive licence valid
- Exploration Drilling experience or certification
- Drilling Machines trainings