



# JOB DESCRIPTION

**POSITION TITLE :** Workshop Maintenance Supv. **DEPARTMENT :** Maintenance  
**LOCATION :** Tarkwa, Ghana **REPORTS TO :** Site/Workshop Manager  
**CATEGORY :** Senior Staff **DATE OPEN :** 07.07.2023

## POSITION SUMMARY

Workshop Maintenance Supervisors ensure the smooth and safe running of DMA site workshop, ensuring that all equipment, and fleet in their charge operate at peak efficiency. They plan maintenance schedules, roster and supervise staff and ensure best practices are followed.

## RESPONSIBILITIES

The following responsibilities apply to this position:

- Promoting culture of safety, health and environmental protection
- Ensuring safe and efficient maintenance of equipment and machinery
- Manage preventative maintenance schedules and planned shutdowns
- Execute planned and ad hoc repairs
- Planning and organizing work, distributing tasks to the team, overseeing work progress and performance
- Technical knowledge and correct operation of RC Rig and Diamond Rig equipment and machinery
- Collaborating with managers and other supervisors to get work done
- Training and skills development of maintenance and operational team
- Compliance with legislation and regulations concerning safety, employment and protection of the environment
- Other duties as assigned.

---

## REQUIREMENTS

The following additional requirements apply to this position:

- Degree/HND in Mechanical Engineering with 3-5yrs experience as maintenance supervisor in mining or heavy equipment and asset
- Experience in managing environment, health, safety in a workshop
- Mineral Commission Certificate
- Driver's License
- Aligned to DMA values and Code of Conduct
- Excellent communication and presentation skills
- Execution, problem solving and analytical skills
- Organizational, project management and decision-making skills
- Ability to lead and manage multi-disciplined, diverse teams
- Ability to assign work and manage resources, equipment
- Ability to prepare, review or analyze reports
- High proficiency in using computers and relevant software

## DISCLAIMER

This job description documents the general nature and level of work but is not intended to be a comprehensive list of activities, duties and responsibilities required of job incumbents. Therefore, job incumbents are expected to perform all other duties as assigned or required, as training and experience may allow. Drill Masters Africa reserves the right to make modifications to this job description as deemed necessary by changing position as per business requirements.

## EMPLOYEE ACKNOWLEDGEMENT

I, hereby confirm, that I have read this job description and understand what is expected of me while I occupy this role:

**SIGNED BY :**

---

**Insert Full Name Here**

February 21, 2003