LHMarthinusen
ELECTRICAL & MECHANICAL ENGINEERS

JOB DESCRIPTION

(Annexure "A")

DEPARTMENT/WORKSHOP MANAGER

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POSITION REQUIREMENTS:

JOB FUNCTION:	The primary function of this position is to effectively manage, administrate and control the department to ensure sustainable profitability, customer satisfaction and quality is achieved; as well as to ensure that health, safety and environmental rules and procedures are enforced within the department.
QUALIFICATION:	Matric and a Technical or Business-Related Diploma or higher in related product. A Trade Certificate (Artisan) or similar is preferable but can be considered unnecessary in the case of proven evidence of suitable successful experience in a similar position, for at least 5 years.
EXPERIENCE:	At least 5 (five) years' experience in the industry and at least 5 (five) years' experience as a Department Manager in a similar environment.
SKILLS:	Managerial, administrative and leadership skills Ability to co-ordinate and prioritise multiple tasks (including breakdowns and emergencies) Conflict management ability Discipline enforcement strengths Financial Planning and Strategy Decision Making & Strategic Planning Customer Focus Process Improvement Computer literacy (MS Office, Outlook and Time and Attendance Systems) Good team player and willing to assist Customer and quality oriented Able to manage time, plans, projects, and people effectively Awareness of the industry developments and the business competitors Effective communication with employees, contractors and clients
TRAINING:	Training in a technical environment and a business orientated environment Management / Leadership Course (where applicable) Computer Training (where required) Legal Liability Training 16(2) Appointment & GMR2(1) Training Awareness Training on ISO Standards (ISO 9001 / ISO 14001 / ISO 45001) Awareness Training on Applicable Mark Scheme Standards. Hazard Identification / Risk Assessment Incident Investigations Training Hearing Conservation (Noise Induced Hearing Loss) Awareness Training Ergonomics Training

This document defines your duties, responsibilities, and authorities as **Department/Workshop Manager** of the _____ Department at LH Marthinusen, Denver

REPORTS TO:	General Manager
OTHER SIGNIFICANT RELATIONSHIPS:	Divisional Chief Executive Officer Technical Managers Commercial Managers and Estimators Workshop Managers Finance Department Procurement Department SHEQ Department Logistics Department Human Capital Department Foremen Chargehands Customers Suppliers Contractors

DUTIES, RESPONSIBILITIES AND AUTHORITIES:

1. **Duties and Responsibilities**
    - 1.1 Plan, co-ordinate and manage all relevant operations and processes to achieve the department's goals.
    - 1.2 Manage scheduled jobs to ensure that the monthly budget / forecast is achieved.
    - 1.3 Develop strategies to improve overall quality, productivity, and efficiency.
    - 1.4 Ensure a competent, motivated, and satisfied team.
    - 1.5 Provide direction and guidance to employees in their assigned job duties.
    - 1.6 Manage labour hours worked and ensure sufficient control is in place for all overtime worked.
    - 1.7 Ensure that all division / department employees adhere to documented procedures and work instructions, to ensure compliance with the repair / manufacturing processes within the division / department.
    - 1.8 Schedule regular production meetings to discuss department updates, issues, and recommendations.
    - 1.9 Ensure that all jobs meet the highest quality standards in accordance with the customers' requirements and delivery expectations/commitments.

2. **Commercial, Sales, Marketing and Purchasing**
    - 2.1 Ensure that assessments for jobs are completed timeously for the job costing and quotation to be prepared.
    - 2.2 Build solid business relationships with all customers.
    - 2.3 Identify business opportunities with new and existing customers.
    - 2.4 Liaise with customers, third party inspectors and internal and external sales representatives to address any business-related issues.

3. **Finance and Human Capital**
    - 3.1 Assist in employee recruitment, training and performance evaluation, promotion, and termination activities.
    - 3.2 Assist with budget preparation.
    - 3.3 Ensure compliance with all company policies, procedure, and levels of authority.

4. **SHEQ (ISO 9001, ISO 14001 & ISO 45001)**

4.1 Familiarise yourself with and adhere to the relevant SHEQ Management system policies and procedures, that relates to the above-mentioned ISO standards as documented in the Integrated Management System Manual. (Also available electronically on the V-drive)

4.2 Familiarise yourselves with relevant statutory and regulatory requirements that relates to your appointment as a General Manager as listed below:

- OHS Act (Especially section 16(2)),
- Environmental Regulations for Workplaces,
- Facilities Regulations,
- Noise Induced Hearing Loss Regulations,
- Ergonomics Regulations,
- Regulations for Hazardous Chemical Agents,
- Driven Machinery Regulations,
- General Machinery Regulations
- Pressure Equipment Regulations,
- Electrical Machinery Regulations,
- NEMA (National Environment Management Act.) – Especially Section 30
- Waste Act,
- The Johannesburg Metropolitan Municipality Air Pollution Control, etc.

4.3 Familiarise yourself with and adhere to the relevant SHEQ system documentation relevant to your Division / Departments, i.e., Operational procedures, Test Procedures, Works Instruction, Safe Works Instructions and Safety Rules that relates to the activities under your control.

4.4 Ensure that all above mentioned documentation are not older than 5years.

5. **Authorities**

5.1 Determine the urgency of jobs and authorise jobs to be put into production.

5.2 Authorise jobs for dispatch.

5.3 Stop the production process in respect of jobs where any quality doubt exists or has been identified, or process documents not observed or completed.

5.4 Withdraw any obsolete or inaccurate equipment/instruments in use in the department that could affect the quality of jobs or could pose a safety hazard.

5.5 Instruct employees to re-do any work if the repair process does not meet the required quality standards.

5.6 If employees are not performing to the standards set out to complete work, or for any other reason, disciplinary action is to be enforced in accordance with the company policy and procedures.

5.7 Oversee quotations and the costing of jobs before these are submitted to the customer.

5.8 therefore, in terms of respective limits of authority policies, which are subject to change and therefore not detailed herein.

The Company may also call upon you from time to time to assist with other tasks which might not be specified above, in which instance you would report directly to the Manager or Executive concerned.

	NAME	SIGNATURE	DATE
GENERAL MANAGER:			
DIVISIONAL CEO:	David Sullivan		
DIVISIONAL HC MANAGER:	Charmaine Hall		

NAME, SURNAME & EMPLOYEE NUMBER	SIGNATURE	DATE