

POWER TRANSFORMERS

Job Title: Mechanical Engineering Manager	Paterson Grade Level:
Department/Division: Drawing Office	Reporting Line: Technical Manager
Direct Reports: Mechanical Designers and Draughtsmen	Closing Date: 30 September 2026

Job Purpose

The Mechanical Engineering Manager is responsible for providing operational and technical oversight of the mechanical design function within the Engineering Department. This role ensures that all mechanical designs, drawings, and technical specifications are accurate, meet client requirements, and are aligned with both company standards and industry regulations. The core purpose of this position is to manage the mechanical design process from the initial works order to production, ensuring technical accuracy, quality, and on-time delivery of products. This position is crucial for mitigating technical risk, supporting the business's production and sales objectives, and ensuring that designs meet with all the international and customer standards and requirements.

Authority Levels

This role has the authority to run the mechanical drawing office and check drawings for accuracy and compliance. The Mechanical Engineering Manager acts as the primary point of contact for technical queries from the production floor and has the authority to provide solutions and support to resolve issues. The role also has authority for ordering materials for the mechanical department. Complex technical issues and new product development must be escalated to the Technical Manager for guidance and final approval.

Key Responsibilities

- **Mechanical Design and Technical Oversight:** Oversee the mechanical design process for all projects, ensuring technical accuracy and alignment with client, company, and international specifications and standards. Act as the final check on drawings before they are issued to the workshop and provide technical support to the production floor as needed.
- **Team Leadership and Development:** Manage the team of mechanical designers and draughtsmen, providing on-the-job guidance and technical mentorship. Conduct performance checks and foster a collaborative environment where teams check each

other's work. This includes planning for succession and professional development within the department.

- **Project Delivery and Deadline Management:** Ensure the mechanical design team meets all project timelines and deadlines to prevent production delays and financial penalties. Manage the process from receiving a works order to issuing the final drawings and ordering materials on time.
- **Technical Inter-Departmental Collaboration & Support:** Serve as the primary technical point of contact for the Production and Sales departments regarding all mechanical design matters. Resolve technical queries that arise during production and ensure a seamless flow of technical information to facilitate on-time project completion. This includes liaising with the Planning Department on a regular basis to ensure project alignment.
- **Quality and Compliance Assurance:** Uphold and enhance company quality systems and standards. Ensure all mechanical designs comply with industry regulations and technical specifications, including checking all calculations required for a robust mechanical design.
- **Resource Management:** Manage departmental resources, including personnel and technical tools. This includes ensuring the team has the necessary skills and software to complete their work, by keeping up with the latest and most relevant technology.
- **Reporting and Documentation:** Ensure all technical reports and documentation are accurate, current, and submitted on schedule to maintain comprehensive and well-organized project records.

Human Capital Management

This role is responsible for:

- Training, motivating, recruiting, and disciplining Mechanical department personnel.
- Identifying and developing key talent for succession planning.
- Complying with and assisting in the development of the company's Employment Equity and Skills Development Programs.
- Performance management of subordinates and their job descriptions.
- Ensuring staff has all the necessary tools and training to succeed.

Quality, Environment, Occupational Health & Safety Management Responsibilities

The Mechanical Engineering Manager is responsible for enforcing the requirements of ISO 9001, ISO 14001, and ISO 18001 standards and related company management systems as they apply to the Mechanical Engineering Department.

This includes any relevant international standards applicable to ACTOM products.

Other Responsibilities

Attend regular departmental and management meetings to ensure project alignment and communication with other departments.
