



	Job Description	Date	
		Revision	
Job Title: Maintenance Supervisor			
Department : Industrial Services		Reports To : Operation Suptdt/ Operations Manager	
Job Summary: Responsible for daily activities of planning of equipment maintenance and overseeing the work of maintenance staff to ensure safe and efficient operations.			
Primary Duties and Responsibility: <ol style="list-style-type: none"> 1. Directing the daily activities to the mechanics and other technicians and upkeep of equipment needed and maintain the facility safe and clean. 2. Supervise the workshop repair and preventive maintenance (PM). 3. Keep and maintain the records of daily and monthly maintenance reports. 4. Ensure that the equipment and vehicles are in good condition before dispatching to site or end user. Service sticker is post on the vehicle with the date next service. 5. In-charge for training and implementing the safety issues. 6. Carrying regular inspection of equipment as per standards. 7. Preparing the spare parts and materials requisition. 8. Responsible for the cleanliness and orderliness of the workshop and equipment yard. 			
Secondary Duties and Responsibility: <ol style="list-style-type: none"> 1. Complies with the highest level of safety at workshop and site to avoid any type of accidents. 			
Other skills and competencies: <ol style="list-style-type: none"> 1. With good communication, interpersonal skills and good command in English language. Must have varied and actual experience in repair and maintenance with various training and seminar. 2. Formal training may be considered as substitution for experience requirements with basic computer skills and the ability to read drawing. 			
Work Experience Minimum of (5) years work experience as Maintenance or Workshop Supervisor for equipment workshop. Must be familiar to all types of equipment engine specifications and equipment agency's standards. Middle East experience is an advantage.			
ACADEMIC EDUCATION: Graduate or equivalent or Diploma	CERTIFICATIONS: Diploma (Auto mobile)	LICENSES:	



TRAININGS: Completed of an apprenticeship or training as a Hydro jetter at recognized craft training institute.	WORK CONDITIONS: Can work with less supervision and under pressure.	
	OTHER REQUIREMENTS: AGE: MINIMUM – 30 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	COMPUTER KNOWLEDGE: Microsoft Excel, Word and PowerPoint