



Chief Mechanic

Job Title: Chief Mechanic

Organization: Innovative University of Enga

Department: Vice President Administration

Location: Innovative University of Enga

Reports To: Director of Facilities / Fleet Manager

Employment Type: Full-Time

Job Summary

The **Chief Mechanic** at the Innovative University of Enga is responsible for overseeing the maintenance, repair, and operational readiness of all university vehicles, mechanical equipment, and machinery. The position ensures that the university's fleet and mechanical systems operate safely, efficiently, and reliably to support academic, administrative, and operational activities.

The Chief Mechanic supervises mechanical staff, coordinates preventative maintenance programs, manages repair schedules, and ensures compliance with safety and operational standards.

Key Responsibilities

1. Fleet and Mechanical Maintenance

- Oversee the maintenance and repair of all university vehicles including buses, trucks, utility vehicles, and service vehicles.
- Ensure regular inspection and servicing of mechanical equipment and machinery used by the university.
- Develop and implement preventive maintenance schedules to reduce equipment downtime.
- Diagnose mechanical faults and ensure timely repairs.

- Ensure vehicles and machinery are safe, reliable, and compliant with regulations.

2. Workshop Management

- Manage the operations of the university mechanical workshop.
- Ensure proper use, maintenance, and storage of tools and equipment.
- Maintain a clean, organized, and safe workshop environment.
- Monitor inventory of spare parts, lubricants, and repair materials.

3. Staff Supervision

- Supervise mechanics, technicians, and workshop assistants.
- Assign tasks and monitor the performance of workshop staff.
- Provide technical guidance and mentoring to mechanical staff.
- Ensure staff follow proper safety procedures and work standards.

4. Preventive Maintenance Program

- Develop and implement regular maintenance schedules for vehicles and mechanical equipment.
- Ensure routine servicing such as oil changes, brake checks, and engine inspections are conducted on time.
- Maintain service records and maintenance logs for all vehicles and machinery.

5. Safety and Compliance

- Ensure all mechanical operations comply with occupational health and safety standards.
- Enforce safe working practices within the workshop.
- Ensure vehicles meet roadworthiness and safety requirements.
- Report accidents, mechanical failures, and safety hazards.

6. Procurement and Inventory Control

- Identify and recommend spare parts, tools, and equipment needed for repairs and maintenance.
- Assist with procurement of mechanical parts and workshop supplies.
- Maintain accurate records of parts usage and inventory.

7. Reporting and Documentation

- Maintain detailed records of maintenance, repairs, and inspections.
- Prepare regular reports on the condition and performance of the university fleet and equipment.
- Provide recommendations for replacement or upgrading of vehicles and machinery.

8. Emergency Repairs and Support

- Respond promptly to mechanical emergencies or vehicle breakdowns.
 - Provide technical support during university events or operational activities requiring mechanical assistance.
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Qualifications and Experience

- Diploma or Tradesman Certificate in Mechanical Engineering , **Automotive Technology, or a related field.**
- Minimum **5–7 years of experience** in vehicle and mechanical maintenance.
- At least **3 years of supervisory experience** in a mechanical workshop or fleet maintenance environment.
- Experience managing vehicle fleets and mechanical equipment is highly desirable.

Skills and Competencies

- Strong mechanical and technical troubleshooting skills.
- Ability to supervise and coordinate mechanical staff.
- Knowledge of vehicle systems, engines, hydraulics, and mechanical equipment.
- Strong organizational and record-keeping abilities.
- Good communication and teamwork skills.
- Ability to work under pressure and respond to urgent repair needs.

Working Conditions

- Work is primarily conducted in a **mechanical workshop and outdoor environments.**
- Requires **physical work**, including lifting tools and equipment.
- May require occasional work outside normal hours to address emergencies or urgent repairs.

Key Performance Indicators (KPIs)

- Operational readiness and reliability of the university vehicle fleet.
 - Reduction in vehicle downtime due to effective maintenance.
 - Compliance with safety and maintenance standards.
 - Efficient management of workshop operations and staff performance.
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