# LS02604
# MECHANIC SPECIALIST

**Level 8**

## Reports to (Hierarchical)
Logistics Coordinator/ Workshop Manager

## Reports to (Functional)
Logistics Coordinator/ Workshop Manager

## Job Family
Logistics and Supply

## Main Purpose
Carrying out assessments and ensuring the implementation, maintenance and monitoring of the mechanical works in the projects according to **MSF** protocols and standards in order to ensure an optimal running of the vehicles and the mechanical equipment in the projects

## Accountabilities
- Defining procedures and ensuring the implementation, monitoring, maintenance and correct functioning of the vehicle fleet and other mechanical equipment. Overseeing use and condition of cars, ensuring vehicles and motorcycles are used according to MSF rules and policies.
- Managing the mechanical activities in support to and in close collaboration with fleet managers of the respective projects. Maintaining good communication and feedback with the rest of team, also at project sites, and informing them of all guidelines
- Visiting projects in order to assess maintenance or repair needs for vehicles, tractors and generators and liaising directly with the staff to identify the project needs and managing response and prioritization of requests. Providing objective reports after field visits and participating in vehicle upgrade propositions
- Ensuring the proper documentation, filing and the compilation of the repairs and maintenance done or required. Signing job cards when releasing a vehicle or equipment.
- Acting as flying expert and referent mechanic of the Workshop team providing technical advice and oversight of quality and helps in strengthening the knowledge of the team, coaching and training mechanics, vehicle maintenance agents and drivers at the field if needed. Participating in the planning and evaluation of technical trainings and staff (all mechanics, vehicle maintenance agents and drivers). Assisting the Workshop Manager in evaluating future needs in recruitment
- Helping to implement, maintain and improve safety policy by evaluating hazards and dangers and ensuring appropriate use of personal protective equipment, proper handling of dangerous goods, proper use of tools and equipment and an always clean and organized workshop
- Identifying tools, equipment and consumables needed for proper running of the workshop and the projects and giving advice on the purchase of tools. Ensuring that tools are well organized and correctly stored, well protected, fully identified and easily accessible (cleanliness, security access, etc.). Performing physical stock count in accordance with frequency defined by the line manager
- Immediately informing the line manager of any problems arising in the course of work, particularly with regards to damage, loss, attempted break-ins or theft in the workshop

as well as interpersonal conflicts occurring at the worksite

## Education

Secondary education, Mechanical diploma and Driving licence are compulsory

## Experience

- Five years as MSF Flying Mechanic (MSF)
- Minimum ten years of experience as a mechanic; familiarity with repair manuals and spare partscatalogues (non MSF)

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