CONTRACTOR EMPLOYEE POSITION DESCRIPTION

POSITION TITLE: **HEAVY EQUIPMENT/VEHICLE LEAD MAINTENANCE & REPAIR FOREMAN**

SUPERVISED

DEPARTMENT: FORCE VEHICLE MAINTENANCE FACILITY NC

REPORTS TO: FORCE VEHICLE MAINTENANCE MANAGER (FVMM)

SUMMARY STATEMENT: Carries out assigned 1st, 2nd and 3rd line maintenance and repair tasks on appropriate vehicles and equipment. Provides technical expertise to subordinates as required.

DUTIES & RESPONSIBILITIES: The incumbent shall perform the following duties and responsibilities in accordance with the requirements and performance specifications

- Performs inspection maintenance and repairs on vehicles and equipment in response to Work Orders.
- Repairs vehicles and equipment, removing and replacing components as necessary.
- Uses diagnostic procedures and electronic and other test equipment (e.g., hydraulic and flow test equipment) as appropriate to identify and correct equipment faults.
- Operates shop equipment including welders, compressors, presses, tire servicing equipment, lathes, alignment equipment, pneumatic and electrical tools.
- Performs operator maintenance and services/repairs on installed and mobile VMF equipment as required.
- Documents all repair and maintenance tasks carried out and maintains records as required.
- Ensures that labor hours are properly accounted for and assigned to Work Orders.
- Ensures that all parts, supplies, tools and equipment are correctly accounted for at all times.
- Ensures that replacement of parts is carried out in the most cost effective manner.
- Provides direction, supervision and technical guidance to subordinates as required.
- Ensures that all maintenance and repair tasks are carried out in accordance with requirements and vehicle/equipment manufacturer's specifications.
- Operates Wrecker/Recovery vehicles and performs stand-by/recovery duties.
- Ensures that no 'private' work, commercial or otherwise, is carried out in the workshop by any personnel assigned to the VMF.
- Maintains all work and associated areas to a high level of cleanliness, safety and security.
- Performs all work and responsibilities and trains subordinate Egyptian National personnel in accomplishing work in accordance with Generally Accepted Industry and Professional Standards and the approved On-Job-Training program.
- Performs in Force Majeure situations in any capacity as designated by the FVMM.
- Performs other duties as required.

EDUCATION: US Craft (Journeyman) or UK City & Guilds technical qualification.

EXPERIENCE: At least 10 years experience of appropriate vehicle and equipment maintenance and repair, preferably within a military or industrial environment. Must hold a current driving licence. Overseas experience desirable. HGV required.