



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

TECHNICAL SERVICES MANAGER

Job Title:	Technical Services Manager	Department:	Operations Department
Reports To:	General Manager Operations	Based At:	Beetham Landfill
Job Purpose			
<p>The incumbent is responsible for providing technical support in the overall status, acquisition operation, repair and maintenance of SWMCOL's fleet of vehicles and equipment. The incumbent manages the overall fleet and drivers throughout the Division also reviewing the mechanical repairs of the Fleet Service Garage.</p>			
Key Accountabilities and Responsibilities			
<ul style="list-style-type: none"> • Plans, directs, and coordinates the operation of maintenance, repair and service programmes for all company owned vehicles and equipment; • Develops and maintains efficient fleet administration performance standards and vehicle operating policies and procedures; • Formulates and implements policies for and ensures accuracy and economic order quantities of parts inventories; • Preparation of annual budgets and periodic reports on operating costs; • Directs repair, service and maintenance of company vehicles and mechanical equipment; • Plans and administers a preventive maintenance and vehicular replacement programme for company owned vehicles and mechanical equipment; • Researches and implements appropriate technological solutions for computerized maintenance management systems; • Reviews periodic repair procedures to ensure completeness, timeliness, accuracy and avoidance of re-do's; • Recommends vehicles earmarked for replacement and arranges for necessary disposal or auction; • Provides expert advice on the most effective strategy for procurement of vehicles for company use such as the use of lease vs. purchase in selecting varying types of vehicles utilized in the company's operations; • Interviews, trains and disciplines subordinate staff members; • Prepares and directs in-service training programmes and skills upgrade for all staff members; • Directs supervisory staff in planning of repair and maintenance jobs; • Directs fleet-related risk management training, such as defensive driving, safety and accident prevention programmes; • Investigates and processes all vehicle accidents and damage reports, negotiates for any possible settlements and authorizes any repairs or maintenance of company vehicles; • Formulates policies for vehicle replacement and selection criteria including supplier prequalification; • Initiates purchase requests for new and replacement vehicles based on approved policies; • Prepares cost analysis and periodic management and operational reports; • Assists and advises operations personnel on fleet optimization through the preparation of effective routing and scheduling plans; • Maintains responsibility for strict enforcement of SWMCOL's QHSE written rules, policies, programmes, procedures and standards; 			



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- Maintain operations in accordance with the T&T OSH Act 2004 and other relevant local legislations, regulations/standards and guided by internationally recognized standards and best practices;
- Participates in QHSE risk assessment, inspections and related programmes to assure safe operations Assists in developing the annual department plan through collaboration with the Operations Manager and General Manager Operations;
- Assists in the continuous review of processes and health and safety procedures in the department;
- Accounts for the accurate preparation and timely submission of Time Sheets for payment of fortnightly staff;
- Prepares necessary reports; i.e. prepare project status reports; maintain records of projects, activities and materials used; supervises the maintenance of time, material and equipment use record;
- Attends monthly divisional meetings and submits report to the General Manager of Operations;
- Requests and distributes PPE to department staff;
- Supervises direct reports and manage general HR issues;
- Implements the Performance Appraisal system as in accordance with the Company policy;
- All other related duties as assigned by General Manager Operations.

Qualification and/or Experience

Critical:

- Class 3,4,5, Driver Permit;
- Minimum of 5-8yrs experience in Fleet Management;
- Bachelors degree in Mechanical Engineering;
- Special knowledge of the workings of heavy equipment, hydraulics, diesel and gas vehicles and plant equipment;
- Any suitable combination of qualifications and experience would be considered.

Important:

- Proficiency in appropriate and relevant software applications
- Good interpersonal skills
- Excellent oral and written communication skills
- Willing to work outside of normal working hours
- Team oriented
- Ability to relate to all levels of staff
- Knowledge of Supervisory Management