



NATIONAL TRANSPORT CORPORATION

SCHEME OF SERVICE

Post: **WORKSHOP MANAGER** (on contract)

Salary: NEGOTIABLE (Within the Scale of Rs 57,600 – 91,375).

- Qualifications:**
- (i) A degree in Mechanical Engineering or Mechatronic from a recognised institution or equivalent qualification acceptable to the Board.
 - (ii) Reckoning at least five (5) years' post-qualification experience in an Engineering or transport industry; and
 - (iii) Computer literate.
- A. Candidates should possess:-
- (i) Proven experience in a supervisory or managerial role within a vehicle maintenance workshop, preferably in the transportation industry.
 - (ii) good leadership, analytical, managerial and problem-solving skills and have the ability to think strategically;
 - (iii) good administrative skills;
 - (iv) good relationship management skills with the ability to engage, negotiate and manage key stakeholders and suppliers; and
 - (v) good interpersonal and communication skills.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible for the overall Engineering and Workshop Management activities across National Transport Corporation and for developing the appropriate organizational structure, resource plans and culture to support the business objectives and customer deliverables.


- Duties**
1. To head the Workshop Division.
 2. To create and implement best practice engineering vision, strategy, policies, processes and procedures to aid and improve the business performance of the National Transport Corporation.

3. To ensure –
 - (i) engineering strategies and processes are in place to meet business objectives and operational needs;
 - (ii) Environmental, Health and Safety, engineering and quality standards and procedures are adhered to;
 - (iii) strong communication between teams under leadership to facilitate exchange of information and in order to implement change and improvements;
 - (iv) the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff; and
 - (v) environmental audits for engineering activities to be carried out.
4. To develop –
 - (i) the engineering policy, guidelines and any associated documents and maintenance;
 - (ii) Key Performance Indicators for the workshop in relation to maintenance of buses and to ensure that buses are in running order; and
 - (iii) maintain strong relationships with internal and external stakeholders to ensure optimal performance.
5. To work –
 - (i) with the rest of the leadership team to decide which engineering projects are the highest priority against the business targets and which can be executed with the available resource; and
 - (ii) collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the engineering strategy.
6. To initiate and develop creative and innovative engineering processes.
7. To develop and implement cost control systems and measures.
8. Implement and manage engineering projects including electric buses.
9. To lead the preparation of technical and contract documentation for issue and analysis of tenders.
10. To operate a process for safe selection of external contractors in conjunction with the General Manager to ensure all external contracts are regularly reviewed to ensure best value.

11. To report on Engineering activities on a regular basis to the General Manager to ensure accurate and timely reporting of the relevant Key Performance Indicators.
12. To establish quality and reliability standards by studying industry benchmarks.
13. To provide leadership to departments under control and coach, mentor and develop direct reports and manage a high performing team that delivers continuous improvement, added value and cost reductions.
14. To advise the General Manager on the impact of market and technology change in the field of bus transport and recommend solutions without comprising quality or service while optimising cost.
15. To contribute to new business initiatives and projects.
16. To liaise and coordinate with suppliers, members of the engineering team and contractors on technical and commercial issues after clearing with the General Manager.
17. To review environmental strategies that impact on future ways of operating and ensure implementation where possible.
18. To use ICT in the performance of his duties.
19. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Chief Engineer in the roles ascribed to him.

Prescribed on 21 February 2024




Mr R. K. Hurdus
H.M. Manager.