

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Mechanical Engineer	Direct Reports:	Mechanical Superintendent
Reports to:	Chief Engineer	Internal Contacts:	Civil and Facilities Engineers as well as other SLASPA Personnel
Department:	Engineering	External Contacts:	Contractors, suppliers, tenants, consultants, and other government agencies
Classification	Grade 6	Revised	June 17, 2024

JOB SUMMARY:

Responsible for the management of the **Mechanical Section of the Engineering Department** inclusive of the provision of Mechanical Engineering oversight on Projects and Major Maintenance Activities at the Southern Facilities. The role involves overall management and maintenance of all Mechanical and Electrical-related assets owned by the Authority (with the exception of IT and Security assets). The job holder is responsible for overseeing and managing the maintenance, repair, renovation, restoration, refurbishment and replacement of all mechanical, electrical, ventilation, air conditioning and refrigeration systems at the Authority.

DUTIES AND RESPONSIBILITIES

Preparation of Designs

- ✦ Prepares mechanical and electrical engineering designs as required
- ✦ Performs design reviews and peer-to-peer design reviews
- ✦ Designs cost-effective and appropriate solutions to assist the Authority in maintaining highly efficient, productive and safe operations
- ✦ Designs systems to reduce the Authority's energy usage at all facilities.

Management of the Authority's Computerized Maintenance Management System (CMMS)

- ✦ Prepares maintenance schedules for electrical, air conditioning and mechanical systems assets and ensures proper functionality of the Computerized Maintenance Management System (CMMS) at the Air & Sea Ports
- ✦ Recommends improvements and updates the preventive maintenance schedule in the CMMS as required
- ✦ Ensures that planned maintenance at all Northern facilities is carried out according to schedule
- ✦ Ensures outputs from the CMMS are incorporated into the asset life cycle management plan for mechanical and electrical assets at the northern facilities

Inspection, Condition Monitoring and Supervision of Mechanical & Electrical Maintenance & Repair Works

- ✦ Ensures that all plans for repairs and maintenance activities are approved and follows up to ensure that tasks/works are carried out effectively and efficiently to minimize downtime.

- ✦ Assists technical staff with troubleshooting
- ✦ Oversees the procurement of tools, equipment and spare parts needed to minimize interruptions in operations at the seaport and the airports
- ✦ Ensures resources are made available for work to be completed on time
- ✦ Reviews and approves estimates for all works
- ✦ Oversees subcontractors to ensure quality of work
- ✦ Ensures staff adhere to quality and occupational health and safety standards and report accidents promptly
- ✦ Ensures systems are in place to account for all materials and tools

Management of Projects

- ✦ Performs designs for mechanical and electrical systems
- ✦ Conducts analyses of the resources needed to implement projects effectively
- ✦ Ensures the efficient and effective implementation of projects
- ✦ Prepares project plans, tender documents and evaluation reports for the award of contracts for mechanical and electrical equipment and services
- ✦ Provides oversight of staff and subcontractors during mechanical and electrical projects assigned
- ✦ Establishes Quality Assurance and Quality Control Plans for all Mechanical & Electrical Projects
- ✦ Prepares cost estimates and bills of quantities for mechanical and electrical project designs
- ✦ Prepares payment certificates and verifies claims for all mechanical and electrical project works

Equipment Acquisition and Use

- ✦ Conducts useful life analyses of equipment, considering cost performance, maintenance history from CMMS and manufacturers' recommendations
- ✦ Develops plans for training staff on the use of new equipment
- ✦ Designs and implements programs to test staff proficiency in the use of equipment
- ✦ Analyses and reports on the status and performance of equipment

Staff Supervision

- ✦ Establishes annual performance objectives with staff; meets with them periodically to discuss their performance; counsels them on deficiencies in performance and guides them on improving performance, including recommending additional training
- ✦ Conducts mid-year reviews and annual appraisals of staff performance
- ✦ Coordinates the work of staff and reviews their work to ensure that it meets the Authority's standards
- ✦ Ensures staff have the necessary resources to safely and effectively carry out their work
- ✦ Makes recommendations to the Chief Engineer regarding wage increases, promotions and disciplinary action for employees supervised
- ✦ Coordinates with the Maintenance Supervisors for the resolution of grievances

Monitoring and Reporting

- ✦ Monitors the progress of work and keeps the Chief Engineer informed on status and completion of work while obtaining support from the Facilities and Civil Engineers
- ✦ Monitors stock levels and spare parts and recommends purchases.

- ✦ Maintains a daily log of all major activities undertaken in the Mechanical Section
- ✦ Promptly reports in writing breakdowns and accidents
- ✦ Provides monthly reports on section matters and related statistics
- ✦ Prepare and submit quarterly reports on performance of Engineering Maintenance & Project Works
- ✦ Monitors the use of SLASPA vehicles assigned to the Air & Sea Port to ensure appropriate use
- ✦ Prepares periodic technical reports for management
- ✦ Generation of annual condition assessment reports for mechanical and electrical assets
- ✦ Conducts root cause analysis reports for enhancement of indoor air quality management

General Management

- ✦ Consults technical literature for guidance on Mechanical Engineering Designs and Facilities Maintenance issues
- ✦ Makes recommendations to improve systems, processes as well as relevant SOPs
- ✦ In collaboration with the Civil & Facilities Engineers, constantly updates Departmental SOP's for enhancement of efficiency
- ✦ Prepares monthly and quarterly reports on the status of the Authority's mechanical and electrical systems
- ✦ Prepares and manages annual capital and recurring budgets for the mechanical section to ensure synchronization with asset management plan
- ✦ Periodically carries out an inventory of equipment, tools, etc. to update asset register;
- ✦ Accepts and performs any other related duties as assigned from time to time

QUALIFICATIONS

- ✦ BSc Degree in Mechanical Engineering with some specialization in electrical engineering, maintenance management, marine engineering or other area related to air and/or seaport operation, with five (5) years experience in the field.
- ✦ Project Management Certification or any other recognized project management qualification would be an asset;

KNOWLEDGE, SKILLS AND ABILITIES

- ✦ Demonstrates a high level of confidentiality, competency and professionalism at all times
- ✦ Sound knowledge of and proficiency in Computer Aided Design (CAD) software
- ✦ Excellent customer service skills; managerial and supervisory skills
- ✦ Excellent interpersonal, communication skills
- ✦ Excellent time management and organizational skills.
- ✦ Excellent writing skills.
- ✦ Demonstrates a high level of confidentiality, competency and professionalism at all times
- ✦ Advanced knowledge of and proficiency in technological innovative tools
- ✦ Sound problem-solving skills;
- ✦ Excellent time management and organizational skills;

- ✦ Active listening skills and attention to detail.
- ✦ Ability to lead and function within a team environment;
- ✦ Ability to communicate precisely and concisely;
- ✦ Ability to effectively manage the performance of direct reports;
- ✦ Ability to deliver work under pressure;
- ✦ Ability to use one’s initiative and be proactive;
- ✦ Highly dependable and results-oriented
- ✦ Ability to be flexible with work assignments.
- ✦ Ability to stimulate and manage change

OTHER

- ✦ Membership in a recognized professional engineering institution.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee’s Name : _____

Employee’s Signature : _____

Date : _____