

Government of Tuvalu – Job Description



Position Title:	Mechanic (Chief Mechanic)	
Band and Salary:	S1-S3	\$10,887 to \$15,447
Ministry and Department:	Transport, Energy, Communication, and Innovation	Marine and Port Services
Location:	Funafuti	
Reports to:	Port and Shipping Officer	

JOB PURPOSE:

The Chief Mechanic is responsible for overseeing the maintenance, repair, and servicing of all mechanical equipment and vehicles used within the port. This role involves ensuring that all machinery, including cranes, forklifts, trucks, and other heavy equipment, is operating efficiently and safely. The Chief Mechanic will lead a team of mechanics and technicians, manage the maintenance schedule, and ensure compliance with safety and environmental standards.

KEY RESPONSIBILITIES:

1. Supervision & Leadership
2. Maintenance and Repair
3. Inventory and Parts Management
4. Safety and compliance
5. Documentation and reporting
6. Budget management

MAIN DUTIES AND OUTCOMES:

- 1.1 Lead and supervise a team of mechanics and technicians.
- 1.2 Assign tasks and manage the workload to ensure efficient operations.
- 1.3 Provide training and mentoring to junior staff and ensure skill development within the team.
- 2.1 Oversee the regular maintenance and repair of port equipment, including cranes, forklifts, trucks, conveyors, and other mechanical systems.
- 2.2 Diagnose mechanical issues and implement effective solutions to minimize downtime.
- 2.3 Ensure that all repairs and maintenance are carried out according to manufacturer specifications and safety standards.

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- 3.1 Manage the inventory of spare parts and tools, ensuring that critical items are available when needed.
- 3.2 Coordinate with suppliers for the procurement of parts and equipment.
- 3.3 Maintain accurate records of parts usage and equipment maintenance.

- 4.1 Ensure all mechanical work is performed in compliance with safety regulations and environmental standards.
- 4.2 Conduct regular safety inspections and audits of equipment.
- 4.3 Develop and enforce safety protocols and procedures for the mechanical team.

- 5.1 Maintain detailed records of maintenance and repair activities.
- 5.2 Prepare reports on equipment status, maintenance schedules, and any issues that arise.
- 5.3 Report major mechanical issues to the Port Manager and recommend solutions.

- 6.1 Assist in the preparation and management of the maintenance budget.
- 6.2 Monitor expenses and ensure cost-effective use of resources.

MANDATORY REQUIREMENTS:

Qualification and Experience:

Certificate in Mechanical Engineering, Automotive Engineering, or a related field. At least 5 years of experience in mechanical maintenance, with at least 2-3 years in a supervisory role, preferably in a port or industrial setting.

Skills and Knowledge:

Strong technical knowledge of mechanical systems and heavy equipment.
Excellent problem-solving skills and attention to detail.
Ability to lead and motivate a team.
Strong organizational skills and the ability to manage multiple tasks.
Proficiency in using maintenance management software.
Good communication and interpersonal skills.

Working Conditions:

The role requires working in a port environment, which may involve exposure to noise, dust, and varying weather conditions.

The position may require working outside normal business hours, including evenings, weekends, and holidays, depending on operational needs.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

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It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.