



POSITION DESCRIPTION

Position Title: Head of Engineering	
Organizational Unit: Operations	Department: Container & Multipurpose Terminal
Reports to: Chief Operating Officer	Date Prepared/Revised: March 23, 2021
Position Code:	Job Category: Management
Salary Grade:	Location: Takoradi, Ghana



Purpose: Manages and controls all day to day activities of the Engineering Department & ensure that the Maintenance Program of the group is properly planned, implemented and accomplished according to company policies and budget. To ensure that highest equipment availability & reliability is achieved through close monitoring of critical functions & Key Performance Indicators.

Direct Reporting Positions: Engineering Team – Mechanical & Electronics

Total Number of Employees in this Work Unit:

Essential Duties and Responsibilities

1. Maintenance of Terminal equipment's, Daily inspection of area of responsibility to determine problems that need immediate attention.
2. Conducting hands-on inspection of Terminal Equipment and supervision of Critical engineering activities.
3. Ensures that company policies & procedures are strictly adhered to.
4. Development and implementation of maintenance policies, procedures, guidelines and appropriate information systems.
5. Contribute to the continuous improvement process and to the meeting of relevant objectives and targets.
6. Prepare annual maintenance capital and expense budgets.
7. Manage the cost of inventory by implementation “just in time” stock levels based on replacement evaluation of replacement parts for plants and equipment.
8. Ensure equipment reliability and performance meet required production standard through equipment performance monitoring statistics & by maintaining proper maintenance programs.
9. Manage and minimize labour costs associated with operational plant maintenance activities by effective control and utilization of resources.
10. Analyzing day to day breakdown occurrences and recommending / implementing corrective and preventive actions.
11. Coordinating with Crane Maintenance team and Operations regarding the implementation of scheduled Preventive and Corrective Maintenance Works completion on time and within acceptable budgeted cost.
12. Conducting audit checks of maintenance activities by ensuring proper work procedure is being followed, documents are complete, signed and inspected by the maintenance supervisors.
13. Reviewing and approving purchase requisitions for spare parts, materials and tool requirements for the proper maintenance of terminal equipment and facilities.
14. Ensuring that all engineering work is performed to the highest standard to meet operational & safety requirements.
15. Ensures safety, health and environmental standards are met throughout the operation.
 - a. Ensures monthly safety meetings are conducted at various levels.
 - b. Ensures all accidents/injuries are investigated thoroughly and reviews them with the management team.
16. Ensures that company policies overall are applied consistently and fairly within the Operations Group.
 - a. Works closely with the Human Resources Manager to obtain clarification, direction, and consultation regarding Ghanaian labor law, company policy and procedures, and consistent application.
 - b. Ensures Terminal staff is familiar with company policies, Ghana labor law, and the procedures for implementing and maintaining consistent applications.
 - c. Reviews discipline within the work group to ensure fairness and consistency, and meeting the test of reasonableness.
 - d. Meets with employees whenever necessary to clarify and discuss policy, procedures, and rules issues.
17. Provides supervision and direction for the Terminal Work Group including the following:

- a. Oversees the appropriate staffing levels, including hiring and promoting, within projected manpower plan.
 - b. When openings occur in the department, oversees the selection process. Participates in interviews and selection decisions as appropriate.
 - c. Approves salary actions for subordinate personnel.
 - d. Assists in the negotiation of contracts for casual labor requirements.
 - e. Provides direction and instruction to subordinate staff, providing regular feedback and regular appraisals.
 - f. Counsels' subordinates, up to and including discipline or termination recommendations.
 - g. Follows company management policies and procedures in the application of managing subordinates.
 - h. Participates in career plan development for subordinates.
18. Informs training department of the Engineering group's training needs.
19. Performs other related duties as required.

Essential Knowledge, Skills and Abilities

- 1. Education: Higher Education and formal qualification to Bachelor Degree standard or equivalent in Mechanical or Electrical related discipline
- 2. General Education to High School standard.
- 3. Least 8 to 10 years work experience in Management of Engineering Department especially in port operation
- 4. Specialized Knowledge:
 - a. Must have extensive knowledge of terminal operations practices and principles.
 - b. Must have a working knowledge of managerial and leadership principles, with the ability to influence other management team members and lead a department of technically proficient individuals.
 - c. Must have familiarity with all aspects of the systems support for the terminal, including software applications, equipment, and work flow.
 - d. Must have extensive knowledge of safety, health and environmental issues as they affect the workplace, including local regulations, national requirements, and governmental agency requirements. Must be familiar with maritime codes.
 - e. Must have working knowledge of labor law, company policies and procedures, and general work rules and standard operating procedures for the terminal.
 - f. Must have working knowledge of budget preparation and financial applications. This includes an understanding of basic accounting, statistics, problem solving, goal setting, and business applications.
- 4. Skills:
 - a. Must be able to demonstrate strong leadership and influencing skills.
 - b. Must have demonstrated negotiation skills.
 - c. Must be able to exercise sound business judgment in order to set direction and establish priorities.
 - d. Requires excellent managerial skills, including planning, organizing, and directing work.
 - e. Requires good verbal and written communications skills in English, in addition to effective interpersonal skills.
 - f. Requires excellent analytical skills, including the ability to extract and analyze data.
 - g. Requires exceptional time management, due to fast-moving, demanding work environment.
 - h. Must be able to make effective presentations.
 - i. Must be able to exercise discretion and good judgment, with an ability to understand the effect of decisions overall in the company.
 - j. Must be able to handle company information with confidentiality and discretion.
- 5. Equipment and Applications:
 - a. Must be able to use a desktop and laptop computer with ease.
 - b. Must be able to use presentation materials effectively.

Work Environment and Physical Demands

- 1. Office environment.
- 2. Required to observe all safety and health requirements for office environment.
- 3. Must have professional appearance, consistent with local customs.

Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

➤ Send resume and application to: bmx.hr@baymatrixgroup.com