

POSITION TITLE	Workshop Manager	DIVISION	Technical Department
REPORTS TO	Senior Marine Manager – UAE	DIRECT REPORTS	Port Engineer – Elec., Supervisors, Mechanics, Electricians, Helper/Driver, Store Keeper
PRIMARY LOCATION	Dubai, UAE	INDIRECT REPORTS	Nil

PRIMARY OBJECTIVE

The job holder is responsible for all aspects of workshop operation, afloat planned maintenance and repairs for UAE fleet.

The position will involve being responsible for the Marine store and spare parts management, thus providing support to the smooth functioning of marine operations throughout the entire region.

KEY ACCOUNTABILITIES

Key Result Area	Major Activities/Deliverables	Performance Measures
Operations	<p>To attain minimal if not zero downtime by providing a safe, turn-key response to maintenance and repairs.</p> <ul style="list-style-type: none"> To manage the PO Maritime workshop facility. Implement a competent machine shop capable of supporting the port maintenance and repairs during operation with a solid view to increasing efficiency and minimising external outsourcing. Implement an afloat repair section capable of supporting the port maintenance and repairs during operation. Coaching and hands on approach to maintenance and repairs is essential to ensure staff under his remit are competent and follow best practice. Receives and handles work order requests for afloat repairs and planned maintenance and initiates a system to ensure urgent repairs are attended to firstly. Assigns manpower for afloat repairs and planned maintenance. Liaises with the vessels Master and shore side planning staff to ensure vessel availability for works and timely return to Operations Arranges for internal resources to affect repairs, overhauls, routines and drive an efficient repair Assigns manpower to troubleshoot defects and provide solutions in company with the vessels Superintendent 	<ul style="list-style-type: none"> Task and quality services provided on time. Timeliness and effectiveness of planned/unplanned maintenance or repair

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	<ul style="list-style-type: none"> Provides turn-key support to the Technical vessel operations in regards to planned and unplanned mechanical works This may involve contracting external parties to assist or complete works and will be done so with the prior approval of the Technical vessel operations due to budget impact Organises training for the workshop staff and liaises with OEMs to provide training courses and literature/manuals Prepare vessel work completion reports, monitoring man hours and resources Co-ordinate the re-stocking of consumables and parts used with the storekeeper Reports to the vessels Superintendent ideas for improvements, safety concerns and vessel conditions 	
HSEQ	Compliance with P&OM Management System which include but is not limited to: <ul style="list-style-type: none"> HSEQ and other policies The PPE Procedure Incident Management Procedure Emergency Response Plans Risk Management Control of Document and Record 	100% implementation of P&OM policies and procedures such as: <ul style="list-style-type: none"> HSEQ and other policies Applicable PPE requirements Timely reporting of incident and ill-health Drill programme Risk assessments relevant to the tasks the department is involved in The reporting requirements including the maintenance of records, retention and disposal procedures
	<ul style="list-style-type: none"> Use of Stop Work Authority (SWA) if you feel that your safety, or the safety of others, is at risk during a task 	<ul style="list-style-type: none"> Use of SWA if needed
	<ul style="list-style-type: none"> Reporting of all identified hazards using the Safety Observation Card (SOC) or the Defect Reporting System 	<ul style="list-style-type: none"> Number of SOCs raised or defect reports as appropriate
Others	<ul style="list-style-type: none"> To assist as and when required 	

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KEY CHALLENGES	SELECTION CRITERIA
<p>The job holder will be required to demonstrate high standards of workshop operation, planned maintenance and repairs.</p> <p>To attain minimal if not zero downtime by providing a safe, turn-key response to maintenance and repairs.</p> <p>He will be required to follow health, safety, security and quality procedures of POM/DP World in their work procedure.</p>	<p>Qualification & Experience</p> <ul style="list-style-type: none"> • At least Higher National Diploma or equivalent combination of experience and education • Seagoing Class 2 minimum, with more than 5 years seagoing as an Engineer plus at least 2 years shore based experience as a Workshop Manager, Ship Repair Manager, Technical Superintendent, Port Engineer or similar • Professional time served Engineer with relevant experience and proven track record of setting up / managing workshop and / or factory facilities • Must have good understanding of all marine systems and machinery • Knowledge of classifications Society procedures • Knowledge of best practice repair procedures • Knowledge of machine shop capabilities (to ensure reports are aligned) • Computer literate and good command in MS Office • Abide with the international and company's HSE standards <p>Key attributes</p> <ul style="list-style-type: none"> • Observe team work • Work in professional manner and show respect to company stakeholders at all times • Support the achievement of quality and delivery of excellent performance in the company • Be creative in continuous improvement and fast resolutions of challenges • Must be available for support on weekends/holidays as the need arises • Working longer than regular office hours in providing urgent support • Must be available for Foreign travel

Employee Name		Signature		Employee ID	
Manager Name		Signature		Date	

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