



VACANCY

POSITION – WORKSHOP MANAGER

LOCATION –SIMBA FARM, RUMURUTI

REPORTING TO

GENERAL MANAGER

Company Profile

AAA-Growers Limited is among the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are looking for a Workshop Manager for our Simba Farm in Rumuruti.

Job objective

The Workshop Manager is responsible for overseeing all operations within the workshop, ensuring optimal performance and adherence to best practices in vehicle, pump, and engine equipment maintenance and staff management. The role includes monitoring staff attendance, ensuring timely and accurate servicing, managing inventory, maintaining comprehensive records including Job cards and inspection, and ensuring efficient work allocation and staff scheduling. The Workshop Manager is also tasked with repairing and servicing pumps, steel structures, and all other engine equipment on the farm.

Your tasks and responsibilities

- Ensure all vehicles, pumps, generators, and engine or machine equipment on the farm are serviced efficiently and to the highest standard.
- Allocate specific tasks to mechanics based on their skills and the requirements of open jobs.
- Test drive vehicles or operate pumps and generators to confirm the quality of repairs and servicing.
- Maintain and update the vehicle master file to reflect the status of all vehicles and implements.
- Weekly update on all pending and completed work for the week
- Ensure all vehicles and implements received or transferred have corresponding asset forms/records
- Maintain accurate inventory records and filing systems for all vehicles and implements on the farm.
- Keep workshop records updated, including work orders, service logs, and inventory lists.
- Ensure Job cards to be completed, recording time equipment was booked in, person allocated, job done and time to completion.
- Ensure correct labor allocation to open jobs to optimize productivity.
- Assist stores keeper in achieving set targets by ensuring timely availability of required parts and materials.

- Ensure all tractors and vehicles are in good working condition and any issues are promptly rectified.
- Ensure 24 hours standby to ensure prompt response to all breakdowns of AAA Grower's vehicles
- Assist in handling insurance claims.
- Ensure all fuel records are well recorded, highlighting any discrepancies and advising management on corrective actions.
- Oversee the receipt of fuel from suppliers and maintain accurate records for the fuel tank.
- Ensure the reorder level is achieved before necessary and advise the General Manager.
- Ensure all generators at the farm have adequate fuel.
- Ensure all vehicle and equipment defects are addressed and rectified promptly while also ensuring all busses are inspected daily and ensure all busses are roadworthy
- As workshop Manager you ultimately responsible for Health and Safety around the workshop
- The workshop must be clean at every end of day no lose items or spares lying around.

Your profile

- Bachelor's degree in mechanical engineering, Automotive Engineering, or a related field.
- Relevant certifications in machinery maintenance, automotive repair, or similar areas.
- Minimum of 5-7 years of experience in a similar role, preferably in an agricultural or industrial setting.
- Proven experience in managing a workshop, including the supervision of mechanics and other technical staff.
- Experience in handling various types of machinery, including vehicles, pumps, generators, and farm equipment.
- In-depth knowledge of vehicle and machinery maintenance and repair.
- Proficiency in using diagnostic tools and equipment.
- Strong understanding of inventory management and record-keeping systems.
- Familiarity with health and safety regulations in a workshop setting.
- Competence in managing fuel and other consumables, including maintaining accurate records and handling discrepancies.
- Ability to work independently and collaboratively in a dynamic and diverse agricultural environment.

We offer.

AAA growers has great ambitions. Innovation, technology, and quality are high priorities. This results in a challenging working environment in which you can develop yourself. AAA growers offers plenty of room for personal growth and development. We have an informal and easily accessible working environment in which cooperation is very important.

The position comes with a competitive salary as well as other benefits.

Your application

Click here to apply: [job application \(aaagrowers.co.ke\)](http://aaagrowers.co.ke)

Deadline for Applications –20th July 2024.