

VACANCY

HEAD MECHANIC

The Head Mechanic (HM) plans and directs the maintenance of the fleet of equipment within annual budget allocations for the Golf Course located at Tobago Plantations, Lowlands, Tobago. The HM implements the systems required for effective and efficient maintenance of all equipment and makes recommendations to the Course Superintendent (CS) as necessary. The HM reports to the CS and supervises Assistant Mechanics.

Main Duties and Responsibilities:

1. Prepares the annual budget for the maintenance of all equipment in consultation with the CS.
2. Keeps appropriate records of equipment and parts.
3. Inspects, diagnoses and repairs mechanical defects/failures in various golf course maintenance equipment.
4. Plans and supervises the daily work schedule of the assistant mechanics.
5. Instructs and/or trains golf course maintenance workers regarding preventive maintenance, and the proper cleaning of and safe operation of equipment.
6. Prioritizes equipment repair and maintenance work.
7. Develops and maintains a preventive maintenance program within budget on all equipment, and purchases repair parts and replacement supplies within approved budget allocations.
8. Spot checks equipment for performance on the course, frequently makes emergency repairs to equipment on the course, and services or supervises servicing of equipment prior to use.
9. Regulates employees' use of equipment in absence of CS and, if needed, performs other duties as directed by the CS.
10. Keeps CS verbally informed and up-to-date with the status of repairs and scheduling of maintenance and repair work.
11. Rosters the overtime work of the assistant mechanic in consultation with the CS if and when needed.
12. Submits a written monthly report to the CS which details the status of each piece of equipment, as well as gives progress reports and recommendations as necessary.

Minimum Requirements:

- Three years of experience as a golf course mechanic or equivalent
- Mechanic certification preferred.
- Supervisory Experience in a similar field
- Minimum of five (5) CXC or O'Level passes including Mathematics and English.
- Valid Driver's License preferred and possibly a Commercial Driver's License.
- Working knowledge of light and heavy maintenance equipment and automotive apparatuses.
- Police Certificate of Character (no more than 6 mths old)

Deadline of Submission of Applications: Tuesday 1st June, 2021

Applications are to be submitted to careers@magdalenagrand.com

A more detailed Job Description can be found at www.magdalenagrand.com

Unsuitable applications will not be acknowledged