



# Example of Workshop Manager Job Description

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Our company is growing rapidly and is looking to fill the role of workshop manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for workshop manager

- Create and manage risk, issue and business requirements logs
- This process involves constant coordination with executive leadership
- Take direction and run with small bits of info
- It is essential that you are a qualified time-served mechanic with a minimum of 12 months previous supervisory experience, working within a vehicle workshop environment
- Contribute to the overall business strategy whilst maintaining a collaborative relationship with other departmental managers
- Experience in either Mechanical or Electrical engineering disciplines (postgraduate qualifications highly regarded)
- Have direct management responsibility for four small internal workshop teams, ensuring that all planned and unplanned maintenance activities are coordinated and executed to the required standard and within agreed company maintenance schedules
- Ensure tight control of workshop overheads and operational maintenance costs for both internal and external maintenance spends
- Be a key contributor to the fleet annual Capital refurbishment and new equipment replacement program by working closely with the fleet project engineer
- Provide day to day support to workshop supervisors around technical issues ensuring aligned standards are maintained

## Qualifications for workshop manager

- Development maintenance and execution of Standard Operating Processes (SOP's)
- Management and continuous development of risk assessments
- Continuous improvement and on-going maintenance of our production facilities and visual management processes
- Recruitment and appraisal of direct reports
- Directs and manages the teams in a structured way to use the resources available to best effect ensuring all staff maintains minimum standards
- Ensuring all staff clearly understand what is expected of them