

## Vacancy Announcement

**POSITION: Maintenance Supervisor**

**LOCATION: Yekepa/Tokadeh – Nimba County**

### PRIMARY FUNCTION OF JOB

Under minimal supervision perform highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment (Excavator, Loaders, Motor Graders, Crushers, etc.) according to safety, predictive and productive maintenance systems and processes to support the achievement of ArcelorMittal Liberia business goals and objectives.

### MAJOR DUTIES OF JOB HOLDER:

#### Main Responsibilities:

- Perform highly diversified duties to install and maintain production machines and the plant facility's equipment.
- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.
- Perform simple machinist duties and responsibilities.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Perform all other duties as assigned or needed.
- Track and maintain electronic records on all maintenance and repairs to machines and facility.
- Control maintenance budget and spending.
- Set working hours for department and obtain approval through Head of Maintenance.
- Direct and delegate workload to maintenance personnel.
- Ensure all processes, procedures and documentation is ISO compliant.
- Adhere to all Safety regulations, Company rules and policies

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**Essentials**

- *Mechanical Engineering Degree or Technical Vocational Certificate*
  - Good communication skills, both written and oral
  - Computer skill (MS Office Suites)
  - *Must have a valid Liberian driver's license*
  - Minimum 3 to 5 years experience in similar role within the Mining industry and or environment
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**To apply:**

Please submit your letter of application along with your Curriculum Vitae as well as copies of your academic credentials to [Liberia.jobs@arcelormittal.com](mailto:Liberia.jobs@arcelormittal.com).

All Envelops or Email subject should be marked with the position you are applying for.

***Deadline for receipt of applications: March 22, 2018 at 5:00 p.m.***

**Please note the following:**

- Only short-listed candidates will be contacted  
FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY