

JOB TITLE Senior Mechanic, Permanent

DATE 10 March 2026

REPORTS TO Operations Manager

POSITION DESCRIPTION

Position purpose

The Senior Mechanic role includes maintaining and repairing Pryde Contracting's fleet of vehicles and machines, as well as efficiently running the workshop.

The position works closely with other company mechanic(s) and machine operators, as well as the Operations Manager to ensure efficiency and cohesiveness in the workshop.

This position description, reporting structure and duties and responsibilities may be altered by the Company from time to time after consultation with you where the changes are deemed substantial.

Main tasks

- Identifying the cause of issues with machines and vehicles and implementing repair solutions (in the workshop and on-site as required)
- Identifying and ordering parts and equipment necessary for vehicle and machine repair
- Performing regular health checks on the fleet's machines and vehicles and implementing solutions to ensure effective running of the fleet
- Maintaining digital fleet repair and maintenance records
- Identifying behaviours that contribute towards machine and vehicle deterioration/issues, and raise these behaviours with operators/operations manager
- Maintaining the fleet maintenance schedule for COFs, WOFs and registrations
- Ensuring the workshop is set up for all mechanical and relevant administration activities
- Ordering equipment and resources for daily running of the workshop
- Using the systems and processes established by the Administration Manager for effective financial record keeping
- Helping to identify suitable work for other colleagues on wet days
- Maintaining a good understanding of H&S legislation and requirements for the industry, and how they apply to workshop activities
- Maintaining the relevant H&S standards and documentation for the workshop
- Identifying risks to H&S across all areas of our work
- Continually looking for ways to make improvements to our H&S systems policies and procedures for the workshop

- Assisting with H&S and mechanical inspections and audits as required
- Looking at how the workshop operates across different areas and implementing improved systems to deliver increased efficiency and profitability for the business
- Constantly evaluating systems to ensure they are easy to understand and implement, accessible by those who need to use them and contribute to increased productivity
- Managing and mentoring any junior staff as required. This may include finding jobs that match their learning programmes, letting them shadow your work and teaching them what you're doing, while observing them in their work as required.
- Looking for opportunities for any junior staff to develop their skills and experience

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

Fulfil other duties as required by management and other department personnel as requested/required.

Location

Workshop at 125 Carroll St, Wairoa and on job sites as required within the Wairoa region and occasionally throughout the East Cape and Central North Island.

Hours

40 hours per week between the hours of 7am – 5pm, Monday to Friday

PERSON SPECIFICATION

Qualifications

- At least eight years of experience as a heavy machinery mechanic

And ideally:

- A relevant industry qualification
- Experience managing multiple projects simultaneously
- Sound knowledge of H&S legislation and how to implement it in the workshop
- Experience managing or overseeing junior staff
- Good relationships and networks with suppliers and in the industry
- Excellent communication, relationship building and interpersonal skills

Skills & competencies

- **Autonomy:** the ability to work efficiently and effectively without supervision, using initiative to complete a satisfactory job.
- **Problem-solving skills:** Can adapt work methods to different environments and situations.
- **Resilience:** Able to handle physically demanding tasks and workshop conditions (grime, grease, etc.)
- **Thoroughness:** Pays attention to detail to ensure a high standard of work.
- **Reliability:** Consistent and dependable, able to complete tasks without constant supervision.