

WESLEY COX

wcox@barlowworld-equipment.com
61 Black Street Parkdene Boksburg
011 323 2565 / 082 313 7051

PROFFESIONAL SUMMARY

I have a History of training, and motivating workshop employees to meet challenging objectives. I am a skilled leader and complex problem-solver with excellent planning and organizational skills. I am an Organized and proactive management professional. I am a competent team leader with extensive workshop experience. I am Knowledgeable about documentation, reporting and safety requirements. I am Familiar with a wide range of tools and equipment. Talented Workshop Supervisor focused on leading team operations in a smooth, safe and efficient manner. Adept at keeping tight schedules for work orders, maintenance plans and equipment repairs. I am looking to bring 14 years of progressive experience to a challenging new role with the opportunity for advancement. Productive Foreman with 6+ years' experience as a mechanical assembly technician. I am a Hydraulic expert, highly skilled in Troubleshooting and Schematics. I have Hands-on experience with Hydraulics. I am a supervisor motivated to learn new trades and skills. I am also interested in growing a career and fostering leadership capabilities.

EDUCATION

- Germiston High School
- Graduated 2004

EDUCATIONAL ACHIEVEMENTS

- Elected Captain of 1st side Cricket 2003
- Member of LCC (Prefect) 2004
- Awarded Player of the season 2002,2003,2004

EXPERIENCE

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Workshop Supervisor - 2012 – CURRENT

- Train team members to complete work in an accurate and efficient manner.
- Implement preventive, corrective and predictive maintenance policies.
- Maintain neat and clean work areas to maximize efficiency and safety.
- Control costs by effectively managing supplies and labour hours.
- Keep team members on task with hands-on supervision and coaching.
- Provide outstanding customer service.
- Prepare and administer preventative maintenance work orders.

- Track labour and expenses via Qlik View spread sheets, and generated weekly reports.
- Keep site work safe and in line with budget, schedule and applicable building codes.
- Communicate operational issues and changes to Manager on regular basis.
- Follow standards and procedures to maintain safe work environment.
- Accurately read, understood, and carried out written instructions.
- Promote shop safety by working in a safe manner.
- Perform routine preventive maintenance to ensure that building systems operated efficiently.
- Attend monthly safety meetings to ensure machine operation safety.
- Requisition new supplies and equipment.
- Collaborate with Suppliers to ensure smooth work flow and efficient organization operations.
- Manage team of 10 personnel focused on providing expert detailing services to customers.
- Follow company procedures to maintain work environment in a neat and orderly condition.
- Maintain documentation for areas such as orders, activities, schedules and employee performance.
- Maintain positive relationships with all customers.
- Accurately completed service reports and warranty forms.
- Facilitate and chair performance reviews with employees.
- Maintain and assist employees with DAP (Development action plan) on a quarterly basis.
- Stand in for Service manager on a regular basis, attend manager meetings and assist with customer breakdown decisions.

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NQFL 4 Technician - 2011-2012

- Planned day to day testing on BWE schedule
- Tested all components on CAT testing bench
- Torque converter
- pump drives
- Hydraulic Pumps
- Transmissions
- Trouble shooting on components that did not pass the test
- Ran aggressive test cycles across full programs and specific modules.
- Maintain CAT standards with results given per component

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Qualified Diesel Mechanic 2007-2011

- Rebuilt, repaired or replaced hydraulic pumps and cylinders.
- Removed and installed new hoses and components on CAT Machines.
- Read and understood technical documentation in order to complete accurate repairs.
- Used hand tools, power tools, instruments and equipment in a safe and accurate manner.
- Maintained documentation for areas such as orders, activities, schedules and employee performance.
- Inspected machine parts for conformance to product specifications.
- Promoted shop safety by working in a safe manner.
- Performed routine preventive maintenance to ensure that building systems operated efficiently.
- Used precision measuring instruments, templates, and fixtures to measure dimensions of finished work pieces.
- Informed supervisors when machines needed major service.
- Maintained compliance with company standards to perform all maintenance activities.
- Implemented changes requested by designers, owners or inspectors.
- Used schematic diagrams to plan work.
- Ensured proper installations through accurate reading of blueprints.
- Supported technicians in equipment maintenance and repair.
- Provided outstanding customer service.
- Followed company procedures to maintain work environment in a neat and orderly condition.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Accurately completed service reports and warranty forms.

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Apprentice Mechanic 2005-2007

- Took advantage of opportunities to learn new systems and repair procedures.
- Kept personal appearance and all work areas neat and professional.
- Attended all company and manufacturer training to increase knowledge.
- Used mechanic's tools and shop equipment in a safe and accurate manner.
- Observed senior mechanics completing major repairs.
- Ensured proper installations through accurate reading of blueprints.
- Read work orders to prepare for machine setup.

- Used schematic diagrams to plan work.
- Met production goals by maintaining cost effective levels of spare parts inventory.
- Maintained positive relationships with all customers.
- Maintained documentation for areas such as orders, activities, schedules and employee performance.
- Used hoists and cranes to lift work pieces to machine.
- Inspected machine parts for conformance to product specifications.
- Prepared and cleaned construction sites by removing debris.
- Implemented changes requested by designers, owners or inspectors.
- Attended monthly safety meetings to ensure machine operation safety.
- Informed supervisors when machines needed major service.
- Set up station by receiving picking and packing order and gathering packing materials.
- Performed routine preventive maintenance to ensure that building systems operated efficiently.
- Operated equipment (Cat Machines).
- Unpacked and assembled all new merchandise using variety of power tools.
- Operated wide variety of equipment including power saws, sanders, grinders, cranes drill press, forklift and basic hand tools.
- Followed standards and procedures to maintain safe work environment.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Accurately read, understood, and carried out written instructions.
- Employed wide variety of hand and power tools including hoists, drills, precision measuring instruments and electronic testing devices.
- Used hand tools to change worn cutting tools.
- Promoted shop safety by working in a safe manner.
- Performed basic machine set up.
- Maintained compliance with company standards to perform all maintenance activities.

SKILLS

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| • Mechanical aptitude | • Dependable and reliable |
| • Safety awareness | • Forklift and HAZMAT certified |
| • Training proficiency | • Work well independently |
| • Compliance requirements | • Strong written and verbal communication skills |
| • Documentation skills | • Self-motivated |
| • Good communication skills | • Troubleshooting expert |
| • Schematic diagram interpretation | • Project management skills |
| • Machine servicing | • Basic computer skills |
| • Computer proficient | • Strong mechanical skills |
| • Effective at multi-tasking | • Data analysis tools |
| • Safety procedures knowledge | • Good judgment |
| • Employee performance reviews | • Compression equipment knowledge |
| • Project Management | |

- Valid Code 8 driver's license
- Extensive experience with Hydraulics
- Safety knowledge
- Job shop experience
- Equipment problem resolution
- Supervisory experience
- Strong team player

- Strong initiative
- Fast learner
- Customer relationship building
- Strong mechanical aptitude
- Complaint resolution
- Knowledge of manufacturing standards/regulations

ACCOMPLISHMENTS

- Prefect (LCC)
- Cricket Captain (96' – 03')
- Player of the season (Baseball) (02' – 03')
- Junior cricket player of home district (98')
- Baseball Eastern Colours
- Employee of the 4th Quarter - 2009
- Employee of the Year - 2009
- EEM Red Seal Qualification – Section 28
- A+ Computer Qualification
- Supervisor of the Year - 2016
- Specialized Technician NQF4 – 2011
- Stand In Workshop Manager

CERTIFICATION

- Overhead Crane Code 3
- Forklift Licence 16 Ton
- Electric NQF Level 3
- Artisan Orientation
- Servicing Earthmoving Mach NQF 2
- Maintenance Mechanic NQF 3
- Air Con Reconditioning
- Fire Fighting
- First Aid Level 2
- Computers (Microsoft Word / Excel & Power Point)
- Contamination Control
- Large Off-Highway Trucks Systems & Operations
- Work Tools (Hydraulic Hammers)
- EEM Red Seal – Section 28
- Performance Management
- POP for team leaders
- Intermediate Power Point
- Caterpillar Dealer Training (DPC)
- V.I.M.S (Vital Information Management System)
- Bucyrus Parts System
- Performance Management
- Harvard Management Curriculum
- Advance Engine Troubleshooting (NQFL 4)
- Advanced Hydraulic Troubleshooting (NQFL4)
- Advanced Drivetrain Troubleshooting (NQFL4)
- Advanced Electrical Troubleshooting (NQFL 4)

CAT Dealer Training (CBL):

- Fundamentals of Diesel Engines
- Fundamentals of Drive Train
- Applied Failure Analysis & Electrical Systems
- Fundamentals of mobile Hydraulics
- Engine/ Drive Train & Hydraulic Diagnostic
- Management Fundamentals

HOBBIES

Cricket, Fishing & Baseball. Sports has always been a big part of my family's life, I started baseball at the age of 8 for the Germiston saints, I then progressed to get my eastern colors twice, first when I was 10 and then again when I was 13. I received player of the districted from the governor of Germiston in 1997. I started playing cricket in primary school and was captain for the first side for 3 consecutive years before continuing into high school and playing for the first team since the age of 15, Fishing is a Family past time, I have been doing it as a hobby since the age of 5.

ADDITIONAL INFORMATION

I am very committed in what I do. I am an enthusiastic extrovert. I am very co-operative and maintain good relations with people. I can cope with a variety of tasks and situations and can determine the correct course of action when in a difficult situation and I can use my discretion without always having to consult my superiors. I think this ability makes me adaptable to a variety of situations. I am very neat and see new tasks as a challenge which I tackle with diligence and perseverance. I believe in setting goals and therefore my work is of outstanding quality. I am very transparent to changes. I am not an aggressive person and admit to my mistakes and try to rectify them. I love to work as a team and I am easy to get along with. I believe a healthy body houses a healthy mind. I see myself as a creative person and that is why I love to work in an environment where I can use my own discretion and put my creativity to use. I am always well-spoken and energetic. I enjoy a challenge with a goal to work towards and I am always willing to learn as much as possible to broaden my knowledge. I make a point to finish what I have started. I carry a professional image and have passion for what I accomplish. I am a hard and dedicated worker that always tries to go the extra mile for my customers and direct reports. I work in a professional manner, I am respectful.

I sincerely hope that this application meets your approval and hope to hear from you soon. Please feel free to contact me if you require more information.