



## JOB DESCRIPTION

### A IDENTIFICATION INFORMATION

- A1 Job title:** Overseer – TATA Lorries  
**A2 Department/Programme:** Agriculture  
**A3 Section/Project:** Cane Transport  
**A4 Reports to (position):** Supervisor – Cane Loading & Transport  
**A5 Supervises (Name of Positions):**

### B JOB DESCRIPTION

#### B1 Overall purpose of the job.

To oversee movement of lorries especially to satellite Estates, the permit validity of the drivers, road worthiness of the vehicles and their repairs as well as generating reports pertaining the afore mentioned.

#### Key Responsibilities

- Ensure all lorries are maintained well and kept clean always and in good roadworthy condition.
- Ensure all mandatory requirements like Registration Number plate, Vehicle log book copies, insurance sticker, hazard warning triangle, seat belts, side mirrors, reflectors, tools etc. are provided and kept in good condition.
- Ensure the periodic maintenance of the lorry is carried out on scheduled date of washing.
- Ensure all lorries are allocated to individual drivers and their driving permits have valid class and not expired.
- Inform drivers well in advance the renewal date of their driving permits and get them renewed before the expiry.
- Get the Satellite Estate harvesting program from S.E Superintendent / Supervisor and deploy the lorries on time with proper hand over documentation and route card.
- Follow up with Satellite Supervisors the arrival and departure time from Satellite Estate fields and contact drivers in case of excessive delays.
- Ensure drivers make stipulated trips.
- Record the time out (KSL) time in (SE), tonnage brought, fuel consumption etc. in deployment records and calculate the fuel consumption.
- Issue warning memos for fuel misuse.
- Generate report of shift wise trips and fuel consumption on excel and circulate to ATM and Superintendents on daily basis.
- Ensure the turnboys keep the vehicles clean at all times and safe custody of tools/wire slings etc.
- Monitor the movement of each vehicle in fleet monitoring system and warn drivers if any anomalies are seen.
- Ensuring that all staff adhere to the safety, health and environment policy of the company.
- Performing any other related duties as may be assigned to you by the Cane Transport Supervisor Cane Loading & Transport/Management from time to time. This also means that you may be required to work in any part of our Estate.

### C Knowledge, qualifications & Experience

#### C1.1 Education:

A Certificate/Diploma in Automotive Engineering (Craft Part I & II) from a recognized institution.

#### C1.2 Experience, Skills and Competences:

A minimum of two (2) years in a similar job. Knowledge in TATA lorries repair and maintenance, must have a driving permit and be an efficient driver with driving class (B and CI), attention to detail, good record keeping, report writing skills and good communication skills.

**Communication Skills:** The position demands daily interactions with employees, management, and stakeholders, therefore, communication skills are an absolute necessity.

**Ms Office:** A candidate for this position must be proficient in the use of Ms Word and Ms Excel, all necessary for the creation of daily and monthly reports.



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**Analytical Skills:** A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations which include breakdown repairs.

**Interpersonal Skills:** The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty, and should be in position to efficiently communicate with the TATA lorry drivers.

**People Skills:** Individual who is able to garner the trust and respect of the superiors/section head and management.