

JOB DESCRIPTION



IDENTIFICATION INFORMATION

A1	Job title:	Workshop Supervisor
A2	Department/Program:	Kakira Transport and Logistics
A3	Section:	Transport and Logistics
A4	Reports to (position):	Workshop Superintendent
A5	Supervises (Name of Positions):	Mechanics

B JOB DESCRIPTION

B1. The overall purpose of the job.

Overseeing the daily operations within the workshop that specializes in truck maintenance and repair.

B2. Roles & Responsibilities:

- **Team Leadership:** Supervise and mentor a team of mechanics and technicians, fostering a positive and productive work environment. This includes delegating tasks based on skill levels and workload to optimize efficiency.
- **Workflow Management:** Plan and organize daily workshop activities, ensuring that all maintenance and repair tasks are completed efficiently, safely, and to high-quality standards. This involves coordinating with other departments to manage workflow effectively
- **Quality Control:** Monitor repair work for quality and accuracy, ensuring compliance with industry standards and company policies. Regular inspections and assessments are crucial for maintaining service excellence
- **Inventory Management:** Oversee parts inventory, ensuring that necessary components are available while managing costs effectively. This includes liaising with suppliers to ensure timely procurement of parts
- **Safety Compliance:** Ensure all workshop activities adhere to safety regulations and practices. Conduct regular safety training sessions and inspections to promote a culture of safety among the team
- **Performance Monitoring:** Evaluate the performance of technicians through regular assessments, providing constructive feedback to support professional development. This also involves maintaining accurate records of repairs, services, and inventory

C. Knowledge, qualifications & Experience

C1. Education:

- Diploma in Automotive or mechanical engineering.

C2. Experience, Skills, and Competencies:

- A minimum of five years in a Workshop, with at least 2 years in a supervisory role.
- Strong Leadership and organizational skills
- Analytical thinking with problem-solving capabilities
- Excellent communication and interpersonal skill.