



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

- A1 Job title:** Workshop Supervisor
- A2 Department/Programme:** Sugar Factory
- A3 Section/Project:** Machine Workshop
- A4 Reports to (position):** Workshop Superintendent
- A5 Supervises (Name of Positions):**

### **B JOB DESCRIPTION**

#### **B1 Overall purpose of the job.**

To coordinate and supervise all the activities in the Machine shop.

### **Key Responsibilities**

#### **Supervision and allocation of tasks to subordinates**

- Check attendance and punctuality of subordinate staff and ensure efficient performance of their duties.
- Receive job orders, specify material requirements and initiate requisitions for approval by the Workshop Superintendent
- Carryout inspection of all finished jobs of intricate nature to ensure satisfactory workmanship.
- Oversee the proper utilization spare parts and other material resources of the workshop.
- Allocate and assign staff specific job tasks and provide necessary technical backup and guidance as required.
- Supervise on-the-job training programs in conjunction with the Technical Training Officer.

#### **Quality assurance**

- Check and ensure that necessary technical tools and instruments are available to facilitate the execution of assigned tasks.
- Check the shop equipment such as; lathes, shapers, mills and grinders routinely and ensure they are properly maintained and serviced to produce the accuracy required
- Check spare parts in the machine shop and ensure that they are of high quality and meet the specified tolerances.

#### **Record keeping and House keeping**

- Keep proper record of completed work, materials used and all other workshop production activities for control purposes
- Prepare and submit routine and adhoc reports to the Workshop Superintendent
- Ensure cleaning of the working environment and maintain good house keeping



# **JOB DESCRIPTION**

## **Enforcement of safety and health**

- Adhere to and enforce the safety, health and environment policy of the company to subordinates

## **C Knowledge, qualifications & Experience**

- At least five (5) years hands on experience in lathe, milling and shaping in a large mechanical workshop, two years (2) of which must have been in a supervisory position.
- Must have Demonstrable knowledge in lathes, milling and shaping, lubrication and servicing, good supervisory skills, good communication and interpersonal skills

### **C1.1 Education:**

A Diploma in Mechanical/Production Engineering or in Workshop technology from a recognized Institution.

### **SIGNATURES:**

Job Holder (name): .....

Sign: ..... Date: .....

Line Supervisor (name): .....

Sign: ..... Date: .....