



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

- A1 Job title:** Workshop Supervisor
- A2 Department/Programme:** Agriculture
- A3 Section/Project:** Agric. Workshop
- A4 Reports to (position):** Workshop Superintendent
- A5 Supervises (Name of Positions):** Non

### **B JOB DESCRIPTION**

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

To supervise and guide the workshop staff in the repair and maintenance of heavy vehicles in the tractor workshop and undertake any authorized modifications accordingly.

#### **Key Responsibilities**

- Supervise the routine repair and maintenance of heavy equipment in accordance with assignment schedules.
- Allocate routine repair and maintenance tasks to subordinate employees.
- Check on proper utilization of working time, spare parts and other material resources.
- Review repairs, orders, specify spare parts requirements and initiate requisition for approval by Workshop Superintendent
- Plan for the preventive maintenance of machines.
- Provide maximum fleet with less repair costs.
- Test machines on arrival and before handing them over.
- Avail and control the use and movement of spares, materials and tools.
- Train mechanics to enhance their skills and performance.
- Discipline and motivate subordinate staff
- Keep proper records on new work being brought, pending or completed work after inspection, on spares and lubricants used.
- Maintain the machine registry cards.
- Enforce the company's safety, health and environment policy and oversee its compliance by subordinate staff.
- Check the attendance and punctuality of subordinate staff.
- Perform any other related duties as may be assigned by the Agricultural Workshop Superintendent/Management from time.

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

Demonstrable knowledge in automotive welding and lubrication, good supervisory and management skills, conversant with petrol and diesel engine inspection procedures, overhauling and servicing, good communication and interpersonal skills.

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

Bachelors in Mechanical or Agricultural or Automotive Engineering or their equivalent Polytechnic Certificate plus a Certificate in Basic Supervisory Management.

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

At least seven (7) years hands on experience as a mechanic in a big motor vehicle garage.