



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title:	Auto Electrician
A2 Department/Programme:	Agriculture
A3 Section/Project:	Car & Lorry Garage
A4 Reports to (position):	Supervisor – Agric. Worksop
A5 Supervises (Name of Positions):	Non

B JOB DESCRIPTION

B1 Overall purpose of the job.

To manage Auto-Electrical works on Workshop machinery

Key Responsibilities

- Carrying out preventive and monthly maintenance of all company vehicles/machines as indicated in moto vehicle manuals.
- Servicing and repairing motor alternators, starters, dynamos, voltage regulators, batteries and lighting system.
- Checking the gauge, light, wiring etc during every service.
- Identifying any additional problems that need attention during the next maintenance and informing the supervisors for the spares needed.
- Recording all repairs and replacements of spares after completion of work on job card and handing it over to the supervisor for final inspection.
- Co-ordinating with mechanics in rectifying electrical faults in the vehicle(s).
- Ensuring general cleanness of the working environment and maintaining good housekeeping.
- Adhering to safety, Health and Environmental policy of the Company
- Performing any other related duties as may be assigned to you by supervisor -Agric. Workshop/Management from time to time.

C Knowledge, qualifications & Experience

One-year experience in Auto-Electrical work

C1.1 Education:

Certificate in Motor vehicle Technology/Auto-Electrical

C1.2 Experience, Skills and Competences:

Be conversant with Tractors, Loaders and other machinery

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

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty/busy working hours.

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

SIGNATURES:

Job Holder (name):

Sign:**Date:**

Line Supervisor (name):.....

Sign: **Date:**