



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

<b>A1 Job title:</b>	Shift Supervisor - Electrical
<b>A2 Department/Programme:</b>	Sugar Factory
<b>A3 Section/Project:</b>	Electrical
<b>A4 Reports to (position):</b>	Electrical - Superintendent
<b>A5 Supervises (Name of Positions):</b>	(Electricians)

### **B JOB DESCRIPTION**

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

To supervise and monitor the electrical system and installations throughout the shift.

#### **Key Responsibilities**

- Co-ordinate the repair and rectification of all breakdown contingencies, and ensure the smooth functioning of the electrical systems all through the production process.
- Monitor and diagnose faults along the process flow line to ensure that electrical control parameter readings are maintained at normal levels.
- Coordinate the general overhauling of electrical equipment in the workshop during off crop and other major shutdowns.
- Check the attendance and punctuality of subordinates and allocate them work in order to optimize the shift manning levels.
- Allocate special tools and equipment to subordinates in the section and also ensure their proper use.
- Carry out on the job training of subordinate operatives, management and industrial trainees in order to enhance their skills development.
- Initiate requisitions for spares and materials for the shift, and keep records of issues received and their utilization.
- Keep records of routine log books of shift activities and ensure that information recorded is accurate.
- Adhere to and enforce company safety, health and environment regulations in place among subordinate employees
- Perform any other related duties as may be assigned to you by Superintendent - Electrical/ management from time to time.

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

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

A **Minimum of a diploma** in electrical engineering or its equivalent from a recognized institution. A certificate in supervisory management is an added advantage.

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

A minimum of three (03) years hands on experience as an electrician technician. Knowledge in electrical power safety regulations, electrical power handling principles and practices, electric shock first aid treatment, technical maintenance engineering procedures, ability to interpret technical drawings and sketches, basic supervisory skills, good communication and interpersonal skills.

#### **Interpersonal Skills:**

Good interpersonal skills



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## SIGNATURES:

Job Holder (name): .....

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

Line Supervisor (name):.....

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