



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

- A1 Job title:** Supervisor -Mill  
**A2 Department/Programme:** Factory  
**A3 Section/Project:** Mechanical  
**A4 Reports to (position):** Mill Maintenance Superintendent.  
**A5 Supervises (Name of Positions):** none

### **B JOB DESCRIPTION**

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

- To assist the shift engineer with the proper functioning and operation of the mechanical engineering plant for the production process throughout the shift.

#### **Key Responsibilities**

- Undertake daily routine checking of the plant and machinery to monitor their operational conditions and take any corrective action necessary.
- Assign and direct staff to specific job tasks, supervise their performance and provide the necessary technical guidance and advice.
- Monitor the operational behavior of the plant in order to detect failure warning signs and take preventive measures.
- Supervise plant overhauling during factory shut downs and off crop periods.
- Supervise plant breakdown rectification activities in order to minimize machine down time
- Make orders for lubricants and other material requirements and monitor their proper utilization.
- Maintain subordinate staff discipline and attend to their personal and occupational grievances
- Check the attendance and punctuality of subordinate employees and ensure efficient performance of their duties.
- Motivate staff and carry out on the job training in order to enhance their skills at work.
- Prepare shift hand over reports covering all aspects of the operation in order to assist the relief supervisor to become quickly equated with the situation.
- Monitor the overhead cranes, cane loader carriers and gearboxes and take appropriate action as the case maybe.
- Ensure that the working environment is clean and maintain good house keeping.
- Adhere to the safety, health and environment policy of the company.
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- Performing any other related duties as may be assigned or delegated to you by the shift superintendent/management within the company.

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

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

A diploma in Mechanical Engineering or its equivalent from a reputable institution. A certificate in basic supervisory management is an added advantage

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

- A minimum of three (3) years hands on experience as a mechanical technician or fitter machinist on the factory floor.



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- In-depth knowledge in mill operation, welding, fitting and rigging, use and application of lubricants, mechanical maintenance procedures, good supervisory skills, good communication and interpersonal skills.

### **Communication Skills:**

Speak, Write & read English Language.

### **Ms Office:**

Added advantage.

### **Analytical Skills:**

Added advantage.

### **Troubleshooting**

Troubleshooting of Co-generation for any Operation/Maintenance.

### **Interpersonal Skills:**

Willingness working in a team and to receive and follow instructions with enthusiasm.

### **People Skills:**

Willingness working in a team to achieve the teams set goals.

### **SIGNATURES:**

Job Holder (name): .....

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

Line Supervisor (name): .....

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