



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title:	Supervisor – Workshop
A2 Department/Programme:	Factory
A3 Section/Project:	Mechanical
A4 Reports to (position):	Superintendent – Workshop
A5 Supervises (Name of Positions):	(Machinist I & II, Welder I, Black Smith)

B JOB DESCRIPTION

B1 Overall purpose of the job.

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

Key Responsibilities

- 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.
- 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.
- 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 Superintendent – Workshop.
- Ensure cleaning of the working environment and maintain good housekeeping.
- Adhere to and enforce the safety, health and environment policy of the company to subordinates.
- Perform any other related duties as may be assigned by the Superintendent – Workshop/Management from time to time.

C Knowledge, qualifications & Experience

C1.1 Education:

A minimum Diploma in Mechanical Engineering or a degree in Mechanical Engineering/Bachelor of Engineering & Manufacturing Engineering or its equivalent or from a recognized Institution.

C1.2 Experience, Skills and Competences:

A minimum of two (02) years' experience for Degree holders and five (05) years for Diploma Holders in related field. Experience in handling of shift workers is an added advantage. Good supervisory skills, good communication and interpersonal skills.

Computer knowledge:

Very vital for this role.