



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1	Job title:	Foreman Overhead
A2	Department/Programme:	Factory
A3	Section/Project:	Electrical
A4	Reports to (position):	Supervisor-Overhead
A5	Supervises (Name of Positions):	Electricians
B	JOB DESCRIPTION	

B1 Overall purpose of the job.

- To construct, repair and maintain all overhead lines on the estate i.e. 11kv, 415v, 240v in order to ensure a continuous uninterrupted supply of electricity throughout the whole estate.

Key Responsibilities

- Allocate specific repair and maintenance tasks to subordinates in the section.
- Monitor the repair and maintenance of overhead lines throughout the estate.
- Arrange and carry out necessary fabrications as may be required.
- Regularly carry out tests on overhead line accessories for easy fault detection.
- Provide the necessary tools and other materials to subordinates for effective job execution.
- Carry out on job training of subordinate staff in handling newly introduced technology and safety aspects.
- Prepare and submit relevant periodical reports about the progress of maintenance work in the section to the supervisor.
- Adhere to the safety, health and environment policy of the company.
- Perform any other related duties as may be assigned by the Overhead Supervisor/Management from time to time.

C Knowledge, qualifications & Experience

C1.1 Education:

- A Diploma in electrical engineering, or its equivalent from a reputable tertiary institution.

C1.2 Experience, Skills and Competences:

- A minimum of three (3) years hands on experience as an electrical foreman in a reputable industry.
- Knowledge in electrical power safety regulations, repair, servicing and adjusting control systems, good supervisory skills, good communication and interpersonal skills.

Interpersonal Skills:

Good interpersonal skills.

SIGNATURES:

Job Holder (name):



JOB DESCRIPTION

Sign: Date:

Line Supervisor (name):.....

Sign: Date: