



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Supervisor Electric – Domestic
- A2 Department/Programme:** Sugar Factory
- A3 Section/Project:** Electrical
- A4 Reports to (position):** Superintendent – Electrical
- A5 Supervises (Name of Positions):** Electrician – Domestic

B JOB DESCRIPTION

B1 Overall purpose of the job.

To monitor and supervise electrical repairs and maintenance of all estate houses.

Key Responsibilities

- Arrange necessary fabrications as may be advised by management.
- Ability to prepare a plan and implement new house Electrical wiring.
- Carry out tests on all overhead domestic service line equipment and apparatus.
- Receive and review job orders specify material requirements and prepare requisitions for approval by the Superintendent – Electrical.
- Monitor the work and performance of subordinate staff in order to achieve maximum output levels.
- Handle and settle subordinates' complaints and grievances on work related issues in order to create and maintain a peaceful working environment.
- Carry out on job training of subordinate staff in handling newly introduced technology and safety aspects.
- Prepare and submit relevant periodical reports about the maintenance activities in the section and the work progress to the overhead and domestic superintendent.
- Adhere to the safety, health and environment policy of the company.

C Knowledge, qualifications & Experience

C1.1 Education:

- 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 five (05) 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



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procedures, ability to interpret technical drawings and sketches, basic supervisory skills, good communication and interpersonal skills.

SIGNATURES:

Job Holder (name):

Sign: **Date:**

Line Supervisor (name):.....

Sign: **Date:**