



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title:	Supervisor – Workshop (Machine shop)
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 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. 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.