A IDENTIFICATION INFORMATION

A1 Job title: Supervisor – Cane Loading
A2 Department/Programme: Agriculture
A3 Section/Project: Cane Transport
A4 Reports to (position): Superintendent Agric transport
A5 Supervises (Name of Positions): Drivers and Headman

B JOB DESCRIPTION

B1 Overall purpose of the job.

To Supervise tractor drivers in the section to accomplish allocated tasks in the anticipated time in order to achieve the set cane transport targets according to the budgeted costs.

Key Responsibilities;

- Supervise the checking in and out of subordinate employees daily by signing the attendance sheets.
- Handle and settle grievances among subordinate staff on work related issues and report those of a serious nature to the supervisor for remedial action.
- Coordinate with the section supervisor in planning the day's work.
- Identify tasks and deploy labour for optimal utilization.
- Provide the subordinates with the necessary tools and equipment for satisfactory performance of the allocated duties and receive them back after the day's work.
- Monitor the work progress and advise employees on the necessary changes.
- Supervise cane-loading operations for optimum tonnage.
- Monitor and control the tractor speed to a maximum of 20km/ hr on the main estate roads.
- Prepare and submit relevant periodical reports about the progress of work in the section to the cane transport supervisor.
- Adhere to the company safety, health and environment regulations in place and ensure good housekeeping.
- Perform any other related duties as may be assigned by the Supervisor – Cane Transport and Loading/ Management from time to time.

C Knowledge, qualifications & Experience

C1.1 Education:

Minimum od a diploma in Agric engineering, Logistics management or any other related unit.

C1.2 Experience, Skills and Competences:

A minimum of two (2) years working experience in related field with basic supervisory training. Good supervisory skills, good communication and interpersonal skills.