JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title: Irrigation Supervisor

A2 Department/Programme: Agriculture

A3 Section/Project: Irrigation & Drainage

A4 Reports to (position): Senior Irrigation Engineer

A5 Supervises (Name of Positions): Irrigation Overseer

B JOB DESCRIPTION

B1 Overall purpose of the job.

To supervise irrigation water supply, infield irrigation operations and maintenance activities in the designated area in order to optimize sugarcane production.

Key Responsibilities

- Initiate weekly water demand orders according to the scheduling programme.
- Initiate periodic labour requisitions and ensure labour is available for irrigation activities.
- Issue out appropriate tools available to subordinates to enable them accomplish the assigned jobs and tasks.
- Maintain an up-to-date register of field tools and equipment
- Supervise subordinates by allocation of tasks on a day-to-day basis and ensure adherence to company rules and regulations.
- Keep appropriate records of all completed work, materials and any other related activities in the designated area.
- Maintain daily records of infield irrigation activities.
- Keep daily records for all consumables related to irrigation.
- Prepare monthly reports of infield irrigation operations and performance
- Receive the previous day's work reports and take corrective action on the negative aspects accordingly.
- Enforce the safety, health and environment policies of the company to the subordinates.
- Ensure pre-task risk assessments and permits are done for all major works before execution
- Perform any other duties as maybe assigned by the Irrigation Project Installation & Maintenance Manager/Management.

C Knowledge, qualifications & Experience

C1.1 Education:

A minimum of a Diploma in Agricultural Engineering.

C1.2 Experience, Skills and Competences:

A minimum of three (3) years in irrigation operations or a similar job. Knowledge in Irrigation systems, pumps, pipelines, soil and crop sciences. Good task allocation and supervisory skills, good record keeping, report writing skills and good communication skills.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to gunner the trust and respect of departmental heads and management.

SIGNATURES:

Job Holder (name): .....

Sign: .....Date: .....

Line Supervisor (name):.....

Sign: ..... Date: .....