



## JOB DESCRIPTION

### A IDENTIFICATION INFORMATION

<b>A1</b>	<b>Job title:</b>	Supervisor – Weighbridge
<b>A2</b>	<b>Department/Programme:</b>	Agriculture
<b>A3</b>	<b>Section/Project:</b>	Agric. Transport
<b>A4</b>	<b>Reports to (position):</b>	Superintendent – Cane Transport
<b>A5</b>	<b>Supervises (Name of Positions):</b>	All cane yard Weighbridges – Operations and maintenance

### B JOB DESCRIPTION

#### **B1 Overall purpose of the job.**

To monitor the weighment operations of both Out growers and estate canes weighbridges and certify the weighments and confirm the accuracy of data recorded.

#### **Key Responsibilities**

- Assign and supervise all staff at the weighbridge in their respective shifts.
- Noting any unusual circumstances at the weighbridge and immediately report such occurrences to the Superintendent - Cane Transport.
- Supervising and controlling the vehicles transporting cane at the Out-grower's yard.
- Vouch cane deliveries and certify the accuracy of the data on them.
- Maintaining accurate records of all transactions at the weighbridge during your shift and ensuring their safety.
- Checking and recording the attendance and punctuality of the subordinate staff and ensuring that there is optimal output from them.
- Enforcing disciplinary code amongst your subordinates.
- Directing and controlling the offloading of sugarcane by coordinating with the cane yard supervisor.
- Monitoring press mud disposal to authorized blocks on the estate.
- Preparing and submitting to the immediate supervisors the daily cane supply report, daily cane supply summary and press mud disposal report in your shift.
- Writing and maintaining the logbook for factory stoppages, complaints from factory staff and tractor drivers.
- Ensuring that all staff adhere to the safety, health and environment policy of the company.
- Maintaining the cleanliness of the weighbridges regularly
- Performing any other related duties as may be assigned to you by the Superintendent - Cane Transport/Management from time to time. This also means that you may be required to work in any part of our estate.

### **C Knowledge, qualifications & Experience**

#### **CI.1 Education:**

Diploma in any of the following; Logistics and Transport, Business Administration or Information Technology from a recognized institution.

**CI.2 Experience, Skills and Competences:** A minimum of two (2) years hands on experience with very good knowledge of computer packages, good supervisory skills, good communication and interpersonal skills.

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

**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.