



# JOB DESCRIPTION

## A IDENTIFICATION INFORMATION

<b>A1 Job title:</b>	Senior Auto Electrician
<b>A2 Department/Programme:</b>	Agriculture
<b>A3 Section/Project:</b>	Tractor Garage
<b>A4 Reports to (position):</b>	Workshop Superintendent
<b>A5 Supervises (Name of Positions):</b>	- Auto Electrician I & II

## B JOB DESCRIPTION

### B1 Overall purpose of the job.

To oversee and handle the repair, servicing and maintenance of Auto Electrical systems in light and heavy vehicles.

### Key Responsibilities

#### A. Routine maintenance and repair of electrical machines

1. Oversee and handle the repair and maintenance of auto electrical parts of machines.
2. Identify and handle other electrical problems on the machine that may not have been captured in the job card independently.
3. Check and ascertain that all electrical functions have been attended to before releasing the machines
4. Report premature failures of machine parts to the Supervisor for remedial action Rewinding of motor systems, incorporating safety and interlocking circuits

#### B. Planning and requisitioning for spare parts

5. Coordinate with the Supervisor in identifying spares that need to be stocked for future requirements.
6. Write requisitions for spare parts and verify whether the right ones have been delivered.

#### C. On-the -job training

7. Train other auto electricians to understand and work on the electronic systems and software installed on the latest new model equipment.
8. Report writing and record keeping

### Coordinating with training section to organize relevant training programs for Workshop staff

9. Write job cards and maintain accurate records on used spares and battery.
10. Make routine reports on pending and accomplished tasks in the absence of a supervisor

### Complying with safety measures

Adhere to the safety, health and environment policy of the company.

**Other duties:** Perform another related duties as may be prevailing assigned by the Auto Electrical Supervisor/Management from time to time

### Knowledge, qualifications & Experience

**C1.1** A diploma in Mechanical Engineering or a Craft Certificate part II in Motor Vehicle Technology from a recognized Institution.

#### C1.2 Experience, Skills and Competences:

A minimum of three years (3) for Diploma holders and Five (5) years for Craft Certificate.

#### Communication Skills Ms Office: N/A

**Analytical Skills:** Be able to diagnose /Trouble shooting of Auto electrical related problems in Auto mobile machines

**Interpersonal Skills:** Ability to interact/ mobilise workers to achieve the required targets

Ability to interact with workers at all levels.