



## JOB DESCRIPTION

### A IDENTIFICATION INFORMATION

- A1 Job title:** Supervisor – Mill  
**A2 Department/Programme:** Factory  
**A3 Section/Project:** Mechanical  
**A4 Reports to (position):** Superintendent –Shift Mechanical  
**A5 Supervises (Name of Positions):** None

### B JOB DESCRIPTION

#### B1 Overall purpose of the job.

To assist the shift engineer with the proper functioning and operation of the mechanical engineering plant for the production process throughout the shift.

#### Key Responsibilities

- Supervise the mechanical/ electrical operation of the mill throughout the shift.
- Assign and direct staff to specific job tasks, supervise their performance and provide the necessary technical guidance and advice.
- Monitor the operational behaviour of the plant in order to detect failure warning signs and take preventive measures.
- Supervise plant overhauling during factory shut downs and off crop periods.
- Supervise plant breakdown rectification activities in order to minimize machine down time.
- Make orders for lubricants and other material requirements and monitor their proper utilization.
- Maintain subordinate staff discipline and attend to their personal and occupational grievances.
- Check the attendance and punctuality of subordinate employees and ensure efficient performance of their duties.
- Motivate staff and carry out on the job training in order to enhance their skills at work.
- Prepare shift hand over reports covering all aspects of the operation in order to assist the relief supervisor to become quickly equated with the situation.
- Ensure that the working environment is clean and maintain good housekeeping.
- Adhere to the safety, health and environment policy of the company.
- Perform any other duties as maybe assigned by the Mill Shift Superintendent/ Management from time to time.

### C Knowledge, qualifications & Experience

#### CI.1 Education:

A degree in Mechanical Engineering/Bachelor of Engineering & Manufacturing Engineering or its equivalent or Diploma in Mechanical Engineering from a recognized Institution.

**CI.2 Experience, Skills and Competences:** A minimum of two (02) years' experience for Degree holders and five (05) years for Diploma Holders in related field. 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.

#### Analytical Skills: