



## **JOB DESCRIPTION**

### **A IDENTIFICATION INFORMATION**

**A1 Job title:** Supervisor -Workshop

**A2 Department/Programme:** Out growers

**A3 Section/Project:** Kayunga Sugar Project-Workshop

**A4 Reports to (position):** Superintendent - Workshop

**A5 Supervises (Name of Positions):-** Mechanics, Auto Electricians, Clerks, Computer Operator

### **B JOB DESCRIPTION**

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

Ensuring that all company vehicles/equipment's are in good working conditions by timely diagnosing of defects and servicing them on time so as they keep supporting the business.

### **Key Responsibilities**

1. Performing administrative processes of filling of job cards, service /repair history and inspection sheets
2. Preparing and submitting consumption, breakdown and repair reports
3. Analyzing the historical data and identifying trends and abnormalities
4. Initiating, checking and authorizing spare parts indents
5. Processing the rejection of spare parts /goods received where necessary
6. Preparing and implementing planned maintenance schedule for the units under the section
7. Enforcing and adhering to the safety, Health and Environmental policy of the company
8. Performing any other duty as maybe assigned by Superintendent Workshop/Management from time to time.

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

**CI.1 Education:** Minimum of Diploma in Mechanical Engineering /Auto Motor Engineering from a recognised University

#### **CI.2 Experience, Skills and Competences:**

- Good communication skills
- With a good personality (appealing)

### **Communication Skills**

**Ms Office:** ,Ms Word/Excell,

**Analytical Skills:** Ability to generate reports from SAP and interpret them

### **Interpersonal Skills:**

Ability to interact well with fellow employees/clients to achieve the required targets

### **People Skills:**

Ability to interact well with fellow employees/clients to achieve the required targets