



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1	Job title:	SUPERINTENDENT – SHIFT ELECTRICAL
A2	Department/Programme:	SUGAR FACTORY
A3	Section/Project:	ELECTRICAL
A4	Reports to (position):	DY. ELECTRICAL ENGINEERING MANAGER
A5	Supervises (Name of Positions):	ELECTRICAL- SHIFT SUPERVISOR

B JOB DESCRIPTION

B1 Overall purpose of the job.

To plan, develop, program and supervise and monitor the electrical system and installations throughout the shift.

Key Responsibilities

1. Co-ordinate the repair and rectification of all breakdown contingencies, and ensure the smooth functioning of the electrical systems all through the production process.
2. Monitor and diagnose faults along the process flow line to ensure that electrical control parameter readings are maintained at normal levels.
3. Coordinate the general overhauling of electrical equipment in the workshop during off crop and other major shutdowns.
4. Check the attendance and punctuality of subordinates and allocate them work in order to optimize the shift manning levels.
5. Allocate special tools and equipment to subordinates in the section and also ensure their proper use.
6. Carry out on the job training of subordinate operatives, management and industrial trainees in order to enhance their skills development.
7. Initiate requisitions for spares and materials for the shift, and keep records of issues received and their utilization.
8. Keep records of routine log books of shift activities and ensure that information recorded is accurate.
9. Arrange relevant repair orders and maintenance schedules in order to rectify the breakdowns.
10. Carry out on job training to enhance skilled manpower capacity building.
11. Prepare and submit daily and other relevant periodical reports about all repair and maintenance activities carried out in the section to the Dy. Electrical Engineering Manager.
12. Adhere to and enforce company safety, health and environment regulations in place among subordinate employees
13. Perform any other related duties as may be assigned to you by Dy. Electrical Engineering Manager / management from time to time.

C Knowledge, qualifications & Experience

C1.1 Education:

A B. SC. degree in electrical engineering or its equivalent from a recognized institution. A certificate in supervisory management is an added advantage.

C1.2 Experience, Skills and Competences:

A minimum of five (5) years hands on experience in a process industry, three (3) years of which should have been in a big food processing company at a supervisory level. Knowledge in electrical power safety regulations, electrical power handling principles and practices, electric shock first aid treatment, technical maintenance engineering procedures, ability to interpret technical drawings and sketches, basic supervisory skills, good communication and interpersonal skills.

Interpersonal Skills:

Good interpersonal skills