



## JOB DESCRIPTION

### A IDENTIFICATION INFORMATION

- A1 Job title:** Superintendent
- A2 Department/Programme:** Agriculture
- A3 Section/Project:** Agric. Workshop
- A4 Reports to (position):** Agric. Worksop Manager
- A5 Supervises (Name of Positions):** Agri. Workshop supervisors

### B JOB DESCRIPTION

#### B1 Overall purpose of the job.

To organise and carry out the repair, maintenance and servicing of engines, other components/assemblies and electric equipment of all agriculture tractors. To provide welding, fabrication and repair services of agricultural implements.

#### Key Responsibilities

- Managing activities of planning and withdrawing machines for planned maintenance, repairing and overhauling.
- Diagnosing and analysing all causes of breakdowns particularly those of operational diligence nature and suggesting remedies.
- Approving requisitions for spare parts, components, accessories, fuel and oil and ensuring optimum levels are maintained in the store and informing the premature failures to the workshop manager
- Overseeing and controlling the receipt and issuing of fuel and spares.
- Co-ordinating field operations and reporting any deviations to relevant managers
- Enforcing disciplinary action and harmony among subordinates.
- Drawing up time tables for periodical service and maintenance of vehicles as per the service schedule.
- Preparing and maintaining accurate records(files) of repairing and servicing history of each vehicle still in use.
- Preparing and maintaining accurate records of tyre management of all vehicles, tractors and heavy machines
- Supervising on-the job training programs to enhance skill development and capacity building.
- Preparing and maintaining routine reports on spares, lubricants and fuel consumption and the running hours of the machines
- Adhering to and enforcing the safety, Health and Environmental policy of the Company
- Performing any other related duties as may be assigned to you by the Manager Agric. Workshop/Management from time to time. Please note that you may be required to work anywhere within the company.



## **JOB DESCRIPTION**

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

At least five (5) years supervising a large workshop for agricultural tractors or equivalent plus several years' hands on work experience as a mechanic or technician on agricultural tractors/ Machines/tractors/Light & Heavy vehicles

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

A good higher diploma (HTD) in Mechanical or Automotive Engineering or their equivalent. A post graduate diploma or higher qualification in Agricultural engineering an added advantage. Membership of relevant professional body also an advantage.

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

Be conversant with Tractors, Loaders and other machinery

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

**Analytical Skills:** A candidate for this position must be capable of Supervising, managing the repairs, planning, trouble shooting and Identifying the faults.

**Interpersonal Skills:** The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty/busy working hours.

**People Skills:** individual who is able to garner the trust and respect of the superiors/section head and management.