Ministry: Local Government - Fire Services
Post: Workshop Supervisor
Salary: Rs 7,000 x 250 - 7,750 (MGT 8)
Effective Date: 11 May, 1995
Qualifications: By selection from serving officers who

(i) possess the City and Guilds London Institute Motor Vehicle Technician Part II Certificate No. 390

OR

the Brevet de Technicien, BT (Mecanique Automobile), Lycee Polytechnique, Sir Guy Forget

OR

an equivalent qualification acceptable to the Public service Commission;

(ii) reckon at least three years experience in a mechanical workshop;

(iii) have good organising and supervisory abilities.

Duties:
1. To be responsible for the day to day running of the workshop.
2. To ensure that Government vehicles sent to the Workshop are properly repaired.
3. To distribute work to all teams of workers employed on the maintenance and servicing of Government Vehicles.
4. To prepare estimates of works carried out at the Workshop as well as estimates, reports and progress of work done.
5. To be responsible for the safekeeping, use and maintenance of all tools and machinery in the Workshop.
6. To perform such cognate duties as may be assigned.