

Vistari SEZ Limited - Job description

Job details	
Job title: Assistant Operator - Boiler & Utilities	Line Manager title: Supervisor - Utilities
Department: Technical Services	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Assistant Operator - Boiler & Utilities provides operational and maintenance support to the Boiler, Utilities, and other assigned Sections by preparing, handling, and feeding firewood, maintaining fuel storage areas, and ensuring continuous and safe boiler operation. The role contributes directly to uninterrupted steam generation, plant energy efficiency, and compliance with safety, environmental, and housekeeping standards. It requires physical strength, alertness, and adherence to operational procedures.	
Key roles and responsibilities	
Boiler Fuel Preparation & Feeding - Prepare, split, and cut firewood for boiler use in line with daily consumption needs. - Transport firewood from storage or cutting areas to the boiler house. - Load firewood into boilers safely and consistently to maintain optimal combustion. - Monitor fuel feed rate, ensuring even and continuous burning under supervision of the Boiler Operator. Equipment Operation & Maintenance Support - Operate and maintain firewood cutting, splitting, and lifting equipment. - Assist in daily checks and minor cleaning of boilers, ash pits, and chimneys. - Report mechanical or operational faults immediately to the Boiler Operator or Supervisor - Utilities. - Support descaling, cleaning, and shutdown maintenance activities when required. Site & Area Maintenance - Maintain cleanliness and orderliness of boiler and firewood storage areas. - Clear overgrown vegetation, maintain perimeter fences, and ensure safe movement of firewood. - Ensure waste and ash are disposed of safely in compliance with environmental standards. - Support water, fuel, and chemical handling activities within the utilities area. Safety, Health & Compliance - Follow all safety, PPE (Personal Protective Equipment), and fire-prevention requirements when operating or feeding boilers. - Report incidents, hazards, or unsafe conditions immediately. - Participate in fire drills, safety inspections, and toolbox talks. - Comply with OSHA, WIBA, and environmental management regulations. - Ensure adherence to safe lifting and handling practices to prevent injury. Teamwork & Operational Support - Coordinate closely with Boiler Operators, Electricians, and Maintenance Technicians. - Support shift operations, including night, weekend, or public holiday shifts where required. - Assist in documenting daily firewood usage, ash output, and maintenance activities. - Carry out any other duties assigned by the Supervisor - Utilities to support efficient plant operation. Compliance with Vistari's Corporate Systems - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture. - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.	

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- Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards.
- Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
- Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications + Work experience

- O-Level Certificate or equivalent secondary education.
- Physically fit and capable of performing manual labour and handling heavy materials.
- Awareness of workplace safety and environmental compliance.
- Ability to work independently and as part of a team under supervision.
- Knowledge of boiler operations, firewood preparation, and basic mechanical handling is an added advantage.

Technical skills and behavioural competencies

- **Operational Awareness:** Understanding of basic boiler operations and plant utilities.
- **Physical Strength & Endurance:** Ability to perform physically demanding tasks safely.
- **Safety & Compliance:** Commitment to PPE use, safe handling, and adherence to OSHA standards.
- **Teamwork:** Works collaboratively with operators, technicians, and supervisors.
- **Reliability:** Dependable, punctual, and consistent in following schedules.
- **Situational Alertness:** Quick to notice equipment or operational abnormalities.
- **Housekeeping:** Maintains clean, organised, and hazard-free work areas.
- **Communication:** Clear and respectful communication with colleagues and supervisors.
- **Values and work ethic:** High integrity and transparency, ethical judgment, results-driven approach, and commitment to accountability.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: