

Vistari SEZ Limited - Job description

Job details	
Job title: Supervisor - Mechanical & Civil	Line Manager title: Engineering Manager
Department: Technical Services	Location: Eldoret, Kenya
Direct reports	
Machinists, Welders, Masons, and Carpenters	
Job summary	
The Supervisor - Mechanical & Civil plans, coordinates, and supervises mechanical and civil maintenance activities across the plant to ensure safe, efficient, and reliable operation of machinery, equipment, and factory infrastructure. The role oversees mechanical systems, fabrication works, and civil structures, supporting continuous production operations, preventive maintenance, and compliance with quality, health, safety, and environmental standards.	
Key roles and responsibilities	
Mechanical Maintenance & Repair - Supervise inspection, repair, and servicing of plant machinery, pumps, conveyors, gearboxes, and other mechanical systems. - Ensure timely execution of preventive and corrective maintenance activities to minimise downtime. - Oversee alignment, lubrication, and balancing of rotating equipment. - Diagnose mechanical faults, determine repair solutions, and ensure effective resolution. - Lead root cause analysis (RCA) for recurring equipment failures and implement corrective/preventive actions (CAPA). - Coordinate mechanical fabrication and installation of new equipment, ducts, frames, and pipework. Civil Works & Structural Maintenance - Plan and oversee construction, repair, and maintenance of buildings, drainage systems, machine foundations, and structural supports. - Supervise masons, carpenters, and other civil maintenance staff in daily tasks. - Ensure proper materials selection, mixing ratios, and finishing quality for masonry and concrete works. - Conduct inspections of factory structures to identify and repair cracks, leaks, or deterioration. - Ensure all construction and repair activities comply with building codes, design drawings, and safety standards. - Liaise with external contractors or civil engineers for major structural projects when required. Workshop & Fabrication Supervision - Oversee workshop activities including machining, welding, and fabrication of parts and assemblies. - Ensure welds and fabricated structures meet strength, dimension, and finish quality specifications. - Verify machining tolerances and part quality against engineering drawings. - Enforce safe practices for hot works, tool use, and workshop organisation. Preventive Maintenance & Asset Reliability - Develop and implement preventive maintenance schedules for mechanical and civil assets. - Maintain equipment history cards, lubrication charts, and inspection checklists. - Coordinate availability of spare parts, tools, and consumables for planned maintenance. - Monitor and analyse maintenance performance metrics such as Mean Time Between Failures (MTBF) and Mean Time to Repair (MTTR). - Recommend process and design improvements to enhance system reliability and cost-efficiency. Safety, QHSE & Compliance - Enforce adherence to Quality, Health, Safety, and Environment (QHSE) policies in all maintenance and civil works. - Ensure consistent use of Personal Protective Equipment (PPE) and compliance with Lock-Out/Tag-Out (LOTO), hot work, and confined-space procedures.	

Vistari SEZ Limited - Job description

- Maintain 5S standards of cleanliness, order, and safety across workshop and site areas.
- Support compliance with ISO 9001 (Quality), ISO 14001 (Environmental), and ISO 45001 (Occupational Health & Safety) standards.
- Investigate and report mechanical or civil-related incidents, ensuring corrective actions are implemented.
- **Team Management**
 - Allocate tasks, supervise daily work, and monitor performance of mechanical and civil maintenance teams.
 - Conduct performance appraisals, coach team members, and identify training needs.
 - Promote teamwork, discipline, and accountability within the department.
 - Lead toolbox meetings, safety briefings, and technical training sessions.
 - Ensure adherence to company mission, vision, and values through daily supervision and role modelling.
- **Documentation & Reporting**
 - Maintain detailed records of maintenance, repairs, and construction activities.
 - Prepare daily and weekly reports summarising mechanical and civil works completed, pending jobs, and material usage.
 - Track spare parts, materials, and consumables inventory, and raise requisitions as required.
 - Submit technical reports on equipment performance and infrastructure condition to management.
- **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.
 - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures.
 - 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

- Grade 1 or Diploma in Mechanical Engineering, Civil Engineering, or Industrial Maintenance.
- Government Trade Test Certificate (Craft Grade I) in Mechanical, Masonry, or Fabrication is an added advantage.
- Certificate in Industrial Safety, or Construction Site Management preferred.

Work experience

- Minimum of six (6) years' experience in mechanical and/or civil maintenance within an industrial or manufacturing setup, with at least two (2) years in a supervisory role.
- Proficiency in MS Office, AutoCAD, and Computerised Maintenance Management Systems (CMMS).

Technical skills and behavioural competencies

- **Mechanical Systems Expertise:** Skilled in machine repair, alignment, and fabrication.
- **Civil & Structural Knowledge:** Proficient in building maintenance, drainage, and foundation work.
- **Management & Coordination:** Strong ability to plan, allocate, and monitor tasks effectively.
- **Troubleshooting & Problem Solving:** Competent in diagnosing and resolving mechanical and structural faults.
- **Safety & Compliance:** Deep understanding of QHSE, ISO standards, and construction codes.
- **Planning & Prioritisation:** Balances preventive maintenance, breakdown response, and infrastructure work.
- **Analytical Thinking:** Uses data to identify recurring issues and improvement opportunities.
- **Communication & Collaboration:** Works effectively across mechanical, electrical, and civil teams.

Vistari SEZ Limited - Job description

- **Attention to Detail:** Ensures quality workmanship and accuracy in measurements and finishing.
- **Continuous Improvement Mindset:** Seeks innovations in maintenance and infrastructure sustainability, and focuses on process optimisation and lead-time reduction.
- **Stakeholder Engagement:** Good communicator and relationship builder with internal and external partners.
- **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: