

Vistari SEZ Limited - Job description

Job details	
Job title: Supervisor - Utilities	Line Manager title: Engineering Manager
Department: Technical Services	Location: Eldoret, Kenya
Direct reports	
Electrical & Electronics Technicians	
Job summary	
The Supervisor - Utilities will supervise and coordinate the installation, maintenance, and repair of all electrical and electronic systems within the textile plant, ensuring safe, reliable, and efficient operation of machinery, power distribution, control systems, and automation equipment. The Electrical & Electronics Supervisor leads a technical team in preventive maintenance, troubleshooting, and system optimisation to enhance production uptime, energy efficiency, and compliance with statutory and safety standards.	
Key roles and responsibilities	
Electrical Systems Supervision - Plan and oversee the operation and maintenance of electrical power distribution systems, control panels, motors, and switchgear. - Supervise the installation, commissioning, and calibration of new electrical and electronic systems. - Monitor plant electrical loads, voltage, and current to ensure stable and safe operations. - Coordinate response to electrical faults and power interruptions to minimise production downtime. - Ensure all wiring, cabling, and equipment installations comply with electrical codes and factory regulations. Electronic Systems & Automation - Supervise maintenance and troubleshooting of automation, instrumentation, and control systems (sensors, PLCs, HMIs, VFDs). - Ensure calibration and functional integrity of electronic measurement and control devices. - Support integration of new automation or control upgrades in collaboration with production and IT teams. - Maintain accurate records of electronic system parameters, alarms, and program changes. - Provide technical input for modernisation or digitisation projects involving electronic systems. Preventive & Corrective Maintenance - Develop and oversee preventive maintenance schedules for all electrical and electronic assets. - Conduct or supervise diagnostic tests to identify faults using electrical meters, oscilloscopes, or software tools. - Ensure timely repair or replacement of defective components, including relays, fuses, contactors, and sensors. - Review maintenance logs to identify patterns and recommend long-term solutions. - Coordinate with mechanical and utilities teams on cross-disciplinary maintenance work. Safety, QHSE & Compliance - Enforce compliance with Quality, Health, Safety, and Environment (QHSE) regulations in all electrical activities. - Ensure adherence to Lock-Out/Tag-Out (LOTO), Hot Work, and Permit-to-Work systems. - Ensure use of Personal Protective Equipment (PPE) by all team members during electrical work. - Conduct safety toolbox talks and participate in risk assessments for electrical jobs. - Support implementation and audit compliance for ISO 9001 (Quality), ISO 14001 (Environmental), and ISO 45001 (Occupational Health & Safety). Energy Management & Efficiency - Monitor power consumption and power factor correction to optimise energy use and reduce wastage.	

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- Maintain accurate records of daily energy readings and contribute to monthly utility performance reports.
- Recommend and implement energy-saving initiatives and preventive measures against power surges or overloads.
- Support compliance with electrical audit findings and assist in energy performance reviews.
- **Team Management**
 - Assign duties, supervise daily activities, and ensure adherence to maintenance schedules and response targets.
 - Provide on-the-job coaching and technical mentorship to electrical and electronics staff.
 - Conduct performance appraisals, identify training needs, and recommend skill development initiatives.
 - Foster teamwork, discipline, and accountability among team members.
 - Ensure staff adherence to attendance, conduct, and company core values.
- **Documentation & Reporting**
 - Maintain detailed maintenance and inspection records for all electrical and electronic systems.
 - Prepare daily, weekly, and monthly reports on equipment status, energy usage, and breakdown analysis.
 - Maintain updated inventories of electrical spares, tools, and instruments, and advise on procurement needs.
 - Support management reporting and participate in departmental review meetings.
- **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 Electrical, Electronics, Mechanical, or Industrial Engineering.
- Valid Electrical Wireman's/Installation License (ERC or equivalent) is mandatory.
- Knowledge of PLC programming, instrumentation, and variable frequency drives (VFDs).
- Proficiency in MS Office and Computerised Maintenance Management Systems (CMMS).

Work experience

- Minimum of six (6) years' experience in electrical and electronic maintenance within a manufacturing or industrial setup, with at least two (2) years in a supervisory role.

Technical skills and behavioural competencies

- **Electrical Systems Expertise:** Strong knowledge of plant power systems, control circuits, and switchgear.
- **Automation & Instrumentation:** Skilled in troubleshooting sensors, PLCs, HMIs, and control panels.
- **Safety & Compliance:** Deep understanding of electrical codes, risk assessment, and ISO standards.
- **Energy Efficiency Management:** Ability to track and optimise power consumption and load distribution.
- **Management & Supervision:** Capable of managing technicians and ensuring adherence to maintenance priorities.
- **Analytical Thinking:** Proficient in fault diagnosis and root-cause analysis.
- **Attention to Detail:** High accuracy in wiring, calibration, and documentation.
- **Communication & Collaboration:** Coordinates effectively with engineering, utilities, and production teams.

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- **Continuous Improvement:** Drives innovation in system reliability, automation, process optimisation, lead-time reduction, and maintenance practices.
- **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: