

Vistari SEZ Limited - Job description

Job details	
Job title: Maintenance Supervisor - Production	Line Manager title: Engineering Manager
Department: Technical Services	Location: Eldoret, Kenya
Direct reports	
Maintenance Technicians	
Job summary	
The Maintenance Supervisor manages and coordinates day-to-day mechanical maintenance activities across the assigned division (Preparation & Weaving, Processing, and Garment Manufacturing) to ensure smooth machine operations, minimal downtime, and compliance with safety and quality standards. S/he leads the mechanical team in preventive and corrective maintenance, troubleshooting, and continuous improvement to enhance plant reliability and performance.	
Key roles and responsibilities	
Maintenance Planning & Execution - Plan, allocate, and oversee mechanical maintenance tasks to ensure production continuity. - Supervise the inspection, servicing, and repair of machines, pumps, compressors, conveyors, and mechanical systems. - Ensure all maintenance work is performed according to standard operating procedures (SOPs) and equipment manuals. - Review maintenance schedules, ensuring timely completion of preventive and corrective work orders. - Coordinate with Production Supervisors to minimise disruption during maintenance activities. Troubleshooting & Technical Support - Diagnose mechanical faults and determine appropriate repair or replacement methods. - Lead hands-on troubleshooting for mechanical breakdowns involving bearings, shafts, gearboxes, hydraulics, or pneumatic systems. - Support root cause analysis (RCA) for recurring equipment failures. - Provide technical guidance and mentorship to machinists, welders, and operators on mechanical repairs and machine setup. Equipment Reliability & Continuous Improvement - Monitor key performance indicators (KPIs) such as equipment uptime, mean time to repair (MTTR), and maintenance backlog. - Identify and implement opportunities to improve machine efficiency and energy usage through design or process modifications. - Implement improvement initiatives aligned with lean maintenance principles and reliability-centered maintenance (RCM). - Recommend mechanical upgrades, spare part improvements, and lubrication or alignment enhancements. Safety, QHSE & Compliance - Enforce compliance with Quality, Health, Safety, and Environment (QHSE) policies in all maintenance operations. - Ensure use of PPE (Personal Protective Equipment) and adherence to hot work, confined space, and lock-out/tag-out (LOTO) procedures. - Maintain 5S (Sort, Set in Order, Shine, Standardise, and Sustain) standards across the maintenance workshop and machine areas. - Support compliance with ISO 9001 (Quality Management) and ISO 14001 (Environmental Management) systems. - Investigate and report maintenance-related incidents, and promptly implement corrective actions. Team Supervision & Performance Management - Supervise mechanical maintenance staff, allocate shifts, and monitor task completion.	

Vistari SEZ Limited - Job description

- Conduct performance appraisals, provide coaching, and identify training needs within the team. - Foster teamwork, accountability, and open communication across maintenance and production units. - Ensure discipline, time management, and adherence to work ethics and safety practices. • Documentation & Reporting - Maintain accurate records of maintenance activities, downtime, and spare parts consumption. - Prepare daily / weekly maintenance reports and submit updates on key equipment performance metrics. - Ensure maintenance logs, checklists, and machine history cards are properly updated. - Monitor and track inventory of mechanical spares, tools, and lubricants, and advise on reordering needs. • 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, 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		
• Grade I or Diploma in Mechanical Engineering, Industrial Maintenance, Plant Engineering, or related fields. • Certificate in Computer Applications is an added advantage. • Proficiency in reading technical drawings, maintenance manuals, and mechanical schematics.		
Work experience		
• Minimum of six (6) years' experience in mechanical maintenance, with two (2) years in a supervisory role. • Proven record of meeting production targets and managing operational teams effectively. • Proficiency in MS Office and ERP/manufacturing systems for data entry and reporting.		
Technical skills and behavioural competencies		
• Management & Supervision: Ability to plan, direct, and monitor maintenance staff and activities. • Troubleshooting & Problem Solving: Skilled in fault diagnosis, repair, and preventive solutions. • Safety & Compliance: Strong commitment to mechanical safety, QHSE procedures, and 5S principles. • Preventive Maintenance: Experience executing preventive maintenance schedules and checklists. • Planning & Organisation: Effective task prioritisation and resource allocation. • Communication Skills: Clear and respectful written and verbal communication with staff and management. • Analytical Thinking: Uses data to identify patterns, optimise performance, and reduce downtime. • Team Building: Encourages collaboration, discipline, and skill growth among team members. • Continuous Improvement: Seeks new methods to enhance reliability, efficiency, and cost-effectiveness. • Problem Solving: Analytical approach to identifying and resolving operational challenges. • Adaptability: Ability to work under pressure and adjust to changing priorities. • Values and work ethic: High integrity, 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: