

Vistari SEZ Limited - Job description

Job details	
Job title: Maintenance Supervisor - Spinning	Line Manager title: Senior Production Officer - Spinning
Department: Production	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 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. - Conduct performance appraisals, provide coaching, and identify training needs within the team.	

Vistari SEZ Limited - Job description

- 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

- Diploma in Mechanical Engineering, Industrial Maintenance, Plant Engineering, or related fields.
- Grade I Certificate in Mechanical Engineering, Industrial Maintenance, Plant Engineering, or related fields, with extensive experience, may be considered.
- 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

- **Leadership & 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: