

### **Job Description for Operations Maintenance Supervisor**

- Preventive Maintenance planning and supervision of field maintenance teams and ensure that their jobs are done according to the standards specified by the customer.
- Conduct informal staff training when necessary.
- Attend trainings/meetings on behalf of the company and represent the company when necessary.
- Coordinate with customer field teams to get the acceptance for the preventive maintenance activities done weekly and complete all the documentation for monthly preventive maintenance sign-off.
- Monitor and prepare reports of field activities (daily, weekly, and monthly).
- Installation and Maintenance of generators and hybrid power system.
- Installation and Maintenance of Solar Power systems, backup battery supply.
- Installation and maintenance of various Telecom sites power equipment.
- Investigate the fuel/energy consumption at the various sites and carry out verification exercise at sites where there is an abnormal CPH and report accurately the findings.
- Give advice or make recommendations when necessary for keeping the equipment running in good condition.
- Go to sites if asked to do so during emergency call outs, whether on days –off, public holiday or weekend and you will be compensated.
- Ensure that all maintenance operations are in accordance with manufacturers instruction manuals.
- Follow up with tasks or work given to Management by the customer and notify the Manager of the progress and steps taken to carry out the job.
- Monitor the field teams to make that all tasks are completed within the allowed time frame.
- Monitor the field teams to make sure that the Field Technicians are working within the agreed MTTR's and the quality of service is as per manufacturer's specification.
- Agree on the daily/weekly work plan with the Operations Manager and share with Management for providing the required logistics to execute the jobs.
- Monitor and keep track of work tools, spares, empty containers, and other servicing materials issued to your region by Head Office until the items are delivered to the site and received by the security guard at the intended site for use in maintenance activities. ALL the used consumables/spares (Oil, filters, batteries, etc..) should be returned to the works yard/regional office for proper disposal.
- Ensure that all documents and photos submitted for the purpose of job completion, notifications, and escalations or otherwise are of the required standards accepted by management.
- Monitor and report the depletion of PM consumables and other service materials at regional office by sending weekly updates for the sake of ensuring that stocks don't run out.
- The employee should be available /reachable by call at all times both day and night.
- Liaise with other members of the operations team to resolve issues that require combined efforts.