



Job Description

Title	Transport Supervisor
Institute/Department	Properties, Facilities and Projects (PFP)
Category	Technical
Reports to	Director Property, Facilities and Project
Location/Campus	Kukum Campus

Summary of Duties

To supervise all SINU Vehicles and coordinate the operation of the SINU transport pool.

Roles and responsibilities:

- Coordinate the operation of the transport pool.
- Develop the weekly work schedule for drivers.
- Supervise University drivers.
- Control the use of University vehicles to minimize costs.
- Ensure all University vehicles are roadworthy at all times.
- Perform regular mechanical checks and arrange overhauls for University vehicles.
- Liaise with heads of schools and divisions to meet their transport needs.
- Drive vehicles as needed and during emergencies.
- Perform other duties as directed by the Director PFP.

Problem-solving and Impact:

- Contribute to transport-related decision-making within the property division.

Dimensions

Resource management

- To contribute to the overall management of the transport pool in the property division
- To alert the Head of Division on any misuse/license renewal needs for University vehicles

Working Environment

- To balance the competing pressures knowledge transfer, Technical demands and deadlines.

- To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- To engage in continuous professional development.

Decision-making Authority

- Provision of advice to Manager – Property on any damaged University vehicles
- To advise the Property Manager/Bursar on the quality of the vehicle to be purchased

Key Performance Indicators

- Ensure that SINU vehicles are properly garaged.
- Make lawn movers available when needed by the groundsman.
- Always ensure that the Property Manager is informed about the status of SINU vehicles.
- Ensure transport availability for staff and students.

General Responsibilities

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your health and safety and that of your colleagues.
- To undertake other such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment.

Qualifications required

- Must have a Certificate in Motor Mechanics from a recognised institution.

Experience

Essential:

- Form five(5) education
- Minimum of five (5) years of relevant work experience in vehicle maintenance and supervision.

Desirable:

- Good written and verbal communication skills.
- Basic knowledge of administrative duties, including record-keeping and reporting.
- Valid driving license with a clean driving record.

- Familiarity with health and safety regulations related to vehicle operation and maintenance.

Terms and Conditions

The position is offered as a five (5) year employment contract. Remuneration and benefits will be provided according to the SINU Salary Level. The contract is renewable based on good performance.