

**CARE INTERNATIONAL IN KENYA**  
**JOB DESCRIPTION**

**EMPLOYEE NAME:**

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

**JOB TITLE:** Plant Mechanic

**DEPARTMENT/PROJECT:** WASH Sector

**SUPERVISOR:** Plant Foreman

**LOCATION/DUTY STATION:** Dadaab

**DATE OF EMPLOYMENT:**

**GRADE:** D Band 4

**JOB SCORE:**

*CARE has a commitment to gender, equity and diversity in our workplace and operations. CARE respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. This is reflected in our recruitment decisions which are made entirely through a transparent, merit-based selection process. All CARE staff are required to comply with the Code of Conduct and Prevention of Sexual Exploitation and Abuse (PSEA) policies. CARE is committed to protecting the rights of the communities whom we serve, and therefore reserves the right to conduct background checks and other screening procedures to ensure a safe, dignified work environment.*

**I: JOB SUMMARY & PURPOSE:**

Reporting to the plant Foreman, the Plant Mechanic is responsible for the maintenance of all boreholes, borehole generators and compound generators. Together with plant electrician he/she will ensure that all plants and equipments are serviced as per monthly schedule and repaired in the event of any breakdown. He will undertake major overhauls as and when need arises.

**II: TASKS AND RESPONSIBILITIES**

**R1: Servicing and maintenance of gensets**

- 1.1 Servicing and preventive maintenance on all the boreholes and compound gensets.
- 1.2 Major overhaul of gensets upon breakdowns and during hourly schedule.
- 1.3 Respond to breakdowns and do repairs of the gensets in the field.
- 1.4 Together with borehole attendant maintain cleanliness and safety of the gensets in the field.

**R2: Borehole Recovery**

- 2.1 To retrieve, repair and installation of boreholes submersible pumps.

2.2 Borehole test pumping.

**R3: Workshop operation**

3.1 Maintenance of workshop cleanliness and safety.

3.2 Proper arrangement of the equipments and plants in the workshop.

3.3 Repair and maintenance of the standby plants and equipments in the workshop.

**R4: Reporting**

4.1 To keep records of all the repairs which have been done in the field and in the workshop.

4.2 To keep records on all the spares which have been used in the workshop and in the field.

4.3 To prepare weekly and monthly unit reports on jobs and conditions of all the relevant system.

**III: AUTHORITY:**

Spending Authority: N/A

Supervision: Borehole Attendants (Refugee workers)

Decision Making: Makes limited decisions within prescribed standards.

**III: CONTACTS/KEY RELATIONSHIPS (internal & external):**

Internal: Plant foreman, other plant mechanics & electrician, water officer, borehole attendants and CARE staff.

**IV: WORKING CONDITIONS:**

The position is based in Dadaab (Ifo and Dagahaley camps) as well as any other extension camps and other program sites. This is a non-family work station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to safety and security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

**V: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

- Diploma in mechanical Engineering or Plant mechanic
- 4 years' experience in busy plant workshop and in relevant field work.

**Competencies:**

- Basic computer knowledge,
- Team player,
- Ability to work with minimal or no supervision are important assets to this job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_