

JD 19 Job Description for Craftsman

Job Title	Craftsman Workshop
Grade	KS 10
Corporation/Organization	Kenya Bureau of Standards
Directorate	Metrology and Testing/Human Resource & Administration
Department	Metrology/Administration
Division	Engineering Services/ Maintenance
Section / Unit	Engineering Workshop/ Maintenance Workshop
Location / Work station	Kenya Bureau of Standards, Head Office – Nairobi, Popo Road, office Mombasa Road

Reporting Relationships	
Reports to	Principal Technician Engineering Services / Principal Maintenance Officer
Direct reports	NA
Indirect Reports:	NA

Job Purpose
The job performs specialized expertise in production services in the Engineering field which support Metrology and Testing laboratories in performing their work by preparation of samples, machining and fabrication of calibration and testing, interpretation of engineering drawings and development, machining and engraving of specialised parts for local and regional industries in order to increase efficiency, reduce operation downtime and increase in accuracy of calibration and testing in line with corporate mission and goals or maintain organizational assets to increase efficiency, reduce operation downtime for efficient service delivery.

Key Responsibilities / Duties / Tasks
Managerial / Supervisory Responsibilities
N/A
Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a) Interprets engineering drawings and sketches as may be required to meet the customer's requirements. b) Participates in initiating the purchasing of process materials, spares and other resources required in Engineering workshop. c) Carries out installation and maintenance of routine mechanical parts d) Participates in implementation of quality management system based on ISO 9001 for customer satisfaction e) Ensures safe storage of mechanical engineering workshop machines, tools and equipment f) Maintains cleanliness of machines and working areas and ensures that restricted areas are not accessed by unauthorized person. g) Ensures personal protective equipment (PPEs) are used at all times. h) Updates inventory of machines, tools and equipment; stores them in an orderly manner and ensures their security i) Prepares samples for Metrology and Testing laboratories

- j) Machines parts for calibration and testing processes
- k) Engraves scales and dipsticks for the industry through interpretation of engineering drawings
- l) Carries out ordinary welding of routine mechanical parts
- m) Fabricates and carries out mechanical/Electrical repairs

Job Dimensions:

I. Financial Responsibility:

Request for petty cash for purchase of working materials
Requisition of workshop materials, tools and machines

II. Responsibility for Physical/Information/HR/Intangible Assets

Responsible for assigned physical assets (machinery, accessories, spare parts)

III. Decision Making/Job Influence

Makes routine decisions using standard operating procedures and work instructions

IV. Working Conditions

Works predominantly in the laboratory with exposure to radiation, chemicals, vibration, high voltages, electromagnetic fields, fumes, noise, extreme temperatures, dust, moving mechanical parts, electrical shock among other hazards

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Technical Certificate in Electrical, Mechanical Engineering or their equivalent from a recognized Institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

At least 1 year of relevant experience in industrial practice

Functional Skills, Behaviour Competencies/Attributes

Fitting skills, Fabrication skills, Machining skills, Time management skills, Problem solving skills