

**JD 13 Job Description for Craftsman,**

<b>Job Title</b>	<b>Craftsman Workshop</b>
<b>Grade</b>	KS 10
<b>Corporation/Organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Metrology and Testing/HRA
<b>Department</b>	Testing/Administration
<b>Division</b>	Electrical and Mechanical Civil / Maintenance
<b>Section / Unit</b>	Electrical and Civil/ Maintenance
<b>Location / Work station</b>	Kenya Bureau of Standards, Head Office – Nairobi, Popo Road, office Mombasa Road

<b>Reporting Relationships</b>	
<b>Reports to</b>	a) Principal Technician Electrical b) Principal Technician Civil
<b>Direct reports</b>	NA
<b>Indirect Reports:</b>	NA

<b>Job Purpose</b>
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.

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

m) Fabricates and carries out mechanical repairs
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Job Dimensions:
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<b>I. Financial Responsibility:</b>
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Request for petty cash for purchase of working materials Requisition of workshop materials, tools and machines
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<b>II. Responsibility for Physical/Information/HR/Intangible Assets</b>
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Responsible for assigned physical assets (machinery, accessories, spare parts)
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<b>III. Decision Making/Job Influence</b>
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Makes routine decisions using standard operating procedures and work instructions
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<b>IV. Working Conditions</b>
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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
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<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
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<b>Academic Qualifications</b>
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Technical Certificate
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<b>Professional Qualifications / Membership to professional bodies</b>
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N/A
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<b>Previous relevant work experience required.</b>
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At least 1 year of relevant experience in industrial practice
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<b>Functional Skills, Behaviour Competencies/Attributes</b>
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Fitting skills, Fabrication skills, Machining skills, Time management skills, Problem solving skills
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