



# NATIONAL MAIZE CORPORATION

## JOB DESCRIPTION

<b>Position (Job Title)</b>	<b>Tractor Pool Coordinator</b>
<b>Department</b>	Farmer Development and Mechanisation
<b>Reporting to</b>	Engineering and Farm Mechanisation Manager
<b>Job Summary</b>	The Tractor Pool Coordinator will control tractor and Bowser Driver activities to efficiently and timely provide services to farmers as per the paid-for services. They also manage resources such as tractors equipment, spare parts, and fuel.
<b>Key Responsibilities (Key Performance areas)</b>	<p><b>Planning and Task Management</b></p> <ul style="list-style-type: none"> <li>• <b>Tractor Operator schedule development:</b> Create and maintain weekly ploughing and activity schedules for tractors, outlining assigned tasks for efficient farm operations</li> <li>• <b>Bowser Driver coordination:</b> Coordinate the activities and routes of the Bowser Driver, including fuel delivery schedules, ensuring efficient fuel distribution across NMC operations</li> <li>• <b>Daily task assignments:</b> Issue clear and concise daily instructions to Tractor Operators and Bowser Drivers based on the weekly schedule, ensuring they understand their tasks and priorities</li> </ul> <p><b>Supervision and Oversight</b></p> <ul style="list-style-type: none"> <li>• <b>Supervise farm operations:</b> Provide direct supervision to permanent and seasonal drivers in the field, ensuring timely, effective, and efficient execution of services needed by farmers</li> <li>• <b>Reconcile task completion:</b> Monitor and compare completed tasks against assigned tasks to identify any discrepancies and ensure project completion</li> <li>• <b>Performance oversight:</b> Supervise the performance of Tractor Operators and Bowser Drivers, ensuring they adhere to safety protocols, operational procedures, and deliver high-quality work</li> </ul> <p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>• <b>Manage resources:</b> Oversee the utilisation of resources critical to farm operations, including tractors, equipment, spare parts, and fuel inventory. Communicate accordingly and timeously with the Engineering &amp; Farm Mechanisation Manager and Mechanical Engineer to ensure proper maintenance, allocation, and availability of resources for assigned tasks</li> <li>• <b>Record keeping:</b> Manage and maintain accurate company records related to resource allocation, fuel usage, job completion, and other relevant farm operations data</li> </ul> <p><b>Reporting and Communication</b></p> <ul style="list-style-type: none"> <li>• <b>Reporting:</b> Compile regular reports (weekly, monthly, quarterly, and annually) on farm operations, resource utilisation, fuel consumption, and other key metrics</li> <li>• <b>Communication:</b> Maintain clear and consistent communication with the Engineering and Farm Mechanisation Manager, reporting on progress, challenges, and resource needs</li> </ul> <p><b>Perform any other activities as required by the Engineering and Farm Mechanisation Manager</b></p>
<b>Key Performance Indicators (KPIs)</b>	<p><b>Planning and Task Management</b></p> <ul style="list-style-type: none"> <li>• <b>Task completion rate:</b> Monitor the percentage of tasks completed by Tractor Operators and Bowser Drivers according to the weekly schedule. Strive for a high completion rate with minimal deviations</li> <li>• <b>Timeliness of task completion:</b> Track the average time taken by Tractor Operators to complete assigned tasks, considering factors like field size and operation complexity, and measure the frequency with which they meet their daily targets</li> <li>• <b>Fuel delivery efficiency:</b> Measure the timeliness and accuracy of fuel deliveries by the Bowser Driver, considering factors like distance, volume, and route optimisation</li> </ul> <p><b>Supervision and Oversight</b></p> <ul style="list-style-type: none"> <li>• <b>Driver safety record:</b> Monitor the safety record of both Tractor Operators and the Bowser Driver, tracking the absence of accidents, near misses, or safety violations</li> <li>• <b>Quality of work:</b> Evaluate the quality of work performed by Tractor Operators and the Bowser Driver, ensuring adherence to operational procedures and desired outcomes</li> <li>• <b>Reconciliation of task completion:</b> Track the percentage of discrepancies identified when comparing completed tasks against assigned tasks</li> </ul>

	<p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>• <b>Resource availability:</b> Monitor the availability and functionality of tractors, equipment, and spare parts to ensure minimal downtime due to resource limitations</li> <li>• <b>Fuel efficiency:</b> Track the average fuel consumption of tractors and the Bowser vehicle, and meet fuel consumption targets</li> <li>• <b>Inventory control:</b> Monitor inventory levels of fuel and spare parts, ensuring sufficient stock to meet operational needs and avoiding excessive stockouts or overstocking</li> </ul> <p><b>Reporting and Communication</b></p> <ul style="list-style-type: none"> <li>• <b>Timeliness and accuracy of reports:</b> Ensure reports on farm operations, resource utilisation, and fuel consumption are submitted on time and with accurate data</li> <li>• <b>Communication with manager:</b> Maintain clear and consistent communication with the Engineering and Farm Mechanisation Manager, keeping them informed of progress, challenges, and resource needs</li> </ul>
<p><b>Minimum Qualifications and Minimum Experience</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Agriculture or equivalent.</li> <li>• Degree in Agriculture would be an added advantage</li> <li>• Minimum of 2-years relevant experience in a supervisory position.</li> <li>• Computer literate.</li> </ul>
<p><b>Skills requirement/ attributes</b></p>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good numeric and analytical skills</li> <li>• Interpersonal skills</li> <li>• Ability to work with minimal supervision</li> <li>• Ability to prioritise</li> <li>• Must be flexible and hard working</li> </ul>