



Salaries & Remuneration
Commission
Rewarding productivity

Jaramogi Oginga Odinga University of Science and Technology Estates

April 2017



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1. Introduction

1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

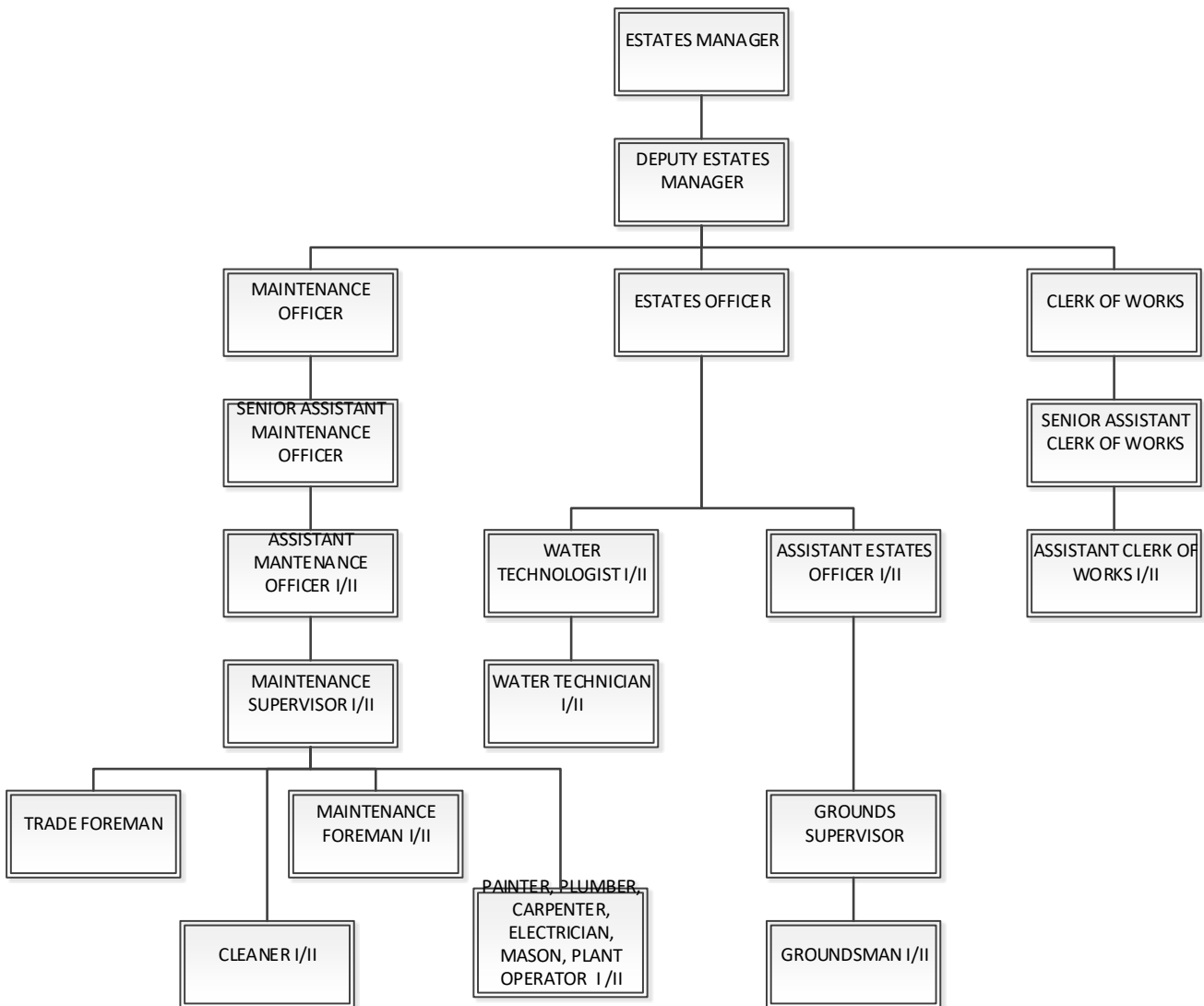
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16th public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

2. Estates and Maintenance



Estates and Maintenance Department Organisation Structure

2.1. Deputy Estates Manager

| 1. Background Information | | | |
|---|-------------------------------------|---|------------------------|
| Job Title: Deputy Estates Manager | Job Level: JOOUST/EST/007 | Current Grade: 13 | No. of Posts: 1 |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Estates Manager | | | |
| Direct Reports: a) Estates Officer b) Maintenance Officer c) Clerk of Works | | Indirect Reports: a) Senior Assistant Maintenance Officer b) Water Technologists c) Senior Assistant Clerk of Works | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to facilitate maintenance of buildings and general physical environment of the university through the coordination of the maintenance works, minor works , supply of water and management of waste water to provide a conducive environment to carry out the core mandate of the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: a) Allocate work to and supervise the work of maintenance officers and clerks of works to ensure completion of and adherence to quality of the output b) Provide technical advice to subordinates on their areas of work and expertise to ensure quality work c) Prepare leave schedule for the department and approve leave for staff all to ensure adequate staffing of the department | | | |
| Operational Responsibilities: a) Sign off purchase requisition forms for procurement of material needed by various artisans in the department b) Act as a linkage between artisans and administration c) Draft departmental work plans to ensure that work is done and completed effectively | | | |

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| 4. Job Dimensions: |
| <i>Financial Responsibilities</i> |
| Provide input into the preparation of the departmental procurement plan |
| <i>Responsibility for physical assets</i> |
| Work tools of the entire department |
| <i>Nature of decision making</i> |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| <i>Minimum level of academic qualifications required to perform effectively in the role</i> |
| Master's Degree in Property Management |
| <i>Minimum level of professional qualification required to perform effectively in the role</i> |
| Membership to Institution of Surveyors Kenya, Institution of Quantity Surveyors of Kenya or Architectural Association of Kenya. |
| <i>Minimum level of knowledge that would be regularly applied to the job</i> |
| <ul style="list-style-type: none"> a) Professional/discipline specific knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience b) Budgeting skills c) Knowledge of relevant professional skills |
| <i>Typical soft skills that would be regularly applied to the job (Attributes)</i> |
| <ul style="list-style-type: none"> a) Supervisory skills b) Ability to work under pressure c) Organisational skills d) Communication skills e) Interpersonal skills |
| <i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i> |
| <ul style="list-style-type: none"> a) Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| <i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i> |
| 9 years' experience, 3 of which must have been as an Estates Officer Grade 12 |
| 7. Problem Solving: |
| Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline. |
| 8. Communication: |
| <i>Communication/information the job holder needs to understand in order to perform the job:</i> |

| |
|---|
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries f) Basic e-mail, fax or mail correspondence g) Detailed e-mail, fax or mail correspondence h) Written Government policy documents affecting the job holder's area of responsibility i) Current legislation affecting the job holder's area of responsibility |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Basic explanation of services to employees of the institution or clients e) Detailed technical explanation of services or concepts to employees of the institution or clients f) Simple verbal instructions to other employees within the institution g) Detailed verbal or written instructions or requests to employees of the institution or contractors h) Drafting of factual reports, presentations, procedure or policy documents or training material |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| a) Influences or changes specific administrative or operational practices affecting more than one department |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within and outside the department |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| <ul style="list-style-type: none"> a) The role requires the holder to allocate work to subordinates b) The role requires the holder to supervise/ directly manage subordinates c) The role requires the holder to provide leadership through subordinates |
| 12. Working Conditions: |
| Working Environment |

Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions.

Job Hazards

Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

2.2. Assistant Clerk of Works

| 1. Background Information | | | |
|--|-------------------------------------|---|----------------------|
| Job Title: Assistant Clerk of Works II | Job Level: JOOUST/EST/o11 | Current Grade: 9 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Senior Assistant Clerk of Works | | | |
| Direct Reports: Site construction workers | | Indirect Reports: Maintenance Officer | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to supervise construction of and inspect construction works to ensure compliance to specifications | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: <ul style="list-style-type: none"> a) Act as liaison between consultant and contractors at the sites to ensure communication flow at the site b) Provide reports on all site matters as a means to track progress of the projects c) Maintain work site files and documents to provide records of the same for reference in future | | | |
| Operational Responsibilities: <ul style="list-style-type: none"> a) Inspect construction sites to ensure compliance to specifications and promote quality delivery of projects in the university b) Perform preliminary reviews of project contract documents on behalf of the university to identify any technical issues beforehand c) Prepare working drawings for small works in the university to provide direction for the building of the same d) Prepare bills of quantities for works within the university to give direction on procurement needs for the works and the department e) Carry out routine inspection of repairs and construction works to thereby ensure maintenance of buildings and works in the university | | | |

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| 4. Job Dimensions: |
| <i>Financial Responsibilities</i> |
| N/A |
| <i>Responsibility for physical assets</i> |
| a) Office equipment e.g. computer b) Office furniture c) Safety gear |
| <i>Nature of decision making</i> |
| Operational decisions |
| 5. Qualifications Knowledge and Skills: |
| <i>Minimum level of academic qualifications required to perform effectively in the role</i> |
| Diploma in Building and Civil Engineering or Construction Management |
| <i>Minimum level of professional qualification required to perform effectively in the role</i> |
| Must be member of the Institute of the Clerk of Works |
| <i>Minimum level of knowledge that would be regularly applied to the job</i> |
| a) Computer literacy b) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience |
| <i>Typical soft skills that would be regularly applied to the job (Attributes)</i> |
| a) Communication skills b) Interpersonal skills c) Supervisory skills |
| <i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i> |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| <i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i> |
| 8 years working experience in a large construction work |

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| 7. Problem Solving: |
| Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems. |
| 8. Communication: |
| <i>Communication/information the job holder needs to understand in order to perform the job:</i> |
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Detailed written procedures d) Detailed technical and/or functional instructions or queries e) Basic e-mail, fax or mail correspondence f) Detailed e-mail, fax or mail correspondence g) Written Government policy documents affecting the job holder's area of responsibility |
| <i>Communication/information the job holder needs to carry out in order to perform the job:</i> |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Basic explanation of services to employees of the institution or clients e) Detailed technical explanation of services or concepts to employees of the institution or clients f) Simple verbal instructions to other employees within the institution g) Detailed verbal or written instructions or requests to employees of the institution or contractors h) Basic e-mail, fax or mail correspondence i) Detailed e-mail, fax or mail correspondence j) Drafting of factual reports, presentations, procedure or policy documents or training material k) Drawing up project briefs l) Drawing up program, system, technical or design specifications |
| 9. Sapiential Authority |
| <i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i> |
| N/A |
| 10. Influence: |
| <i>Job holder's influence over practices, policies or strategy:</i> |
| Is expected to come up with suggestions on improved practices |
| <i>Job holders' influence over subordinates and colleagues:</i> |
| <ul style="list-style-type: none"> a) The role requires the holder to allocate work to subordinates b) The role requires the holder to coordinate the work of contractors |
| <i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i> |
| <ul style="list-style-type: none"> a) The job holder conveys information to people within and outside the department at the University |

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to noticeable disagreeable conditions. The job holder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.

Job Hazards

Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

2.3. Electrician III

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Electrician III | Job Level: JOOUST/EST/018 | Current Grade: 3 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to install and maintain electrical appliances and machines in the university to ensure electrical safety | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Repair, replace and maintain electrical appliances and machines owed by the institution to ensure safety of electrical appliances while in use. b) Conduct electrical inspection on the university buildings to identify any areas that need attention to ensure safety and minimise complaints. c) Install and rectify electrical appliances on new buildings to ensure proper functioning of the same. | | | |
| 4. Job Dimensions: | | | |
| Financial Responsibilities | | | |

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| N/A |
| Responsibility for physical assets |
| Work tools e.g. pliers, screwdrivers, voltmeter |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE |
| Minimum level of professional qualification required to perform effectively in the role |
| Government Trade Test III |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| a) Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 1 year experience in electrical work |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |

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|---|
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment. |

2.4. Plumber

| 1. Background Information | | | |
|---|----------------------------------|--|----------------------|
| Job Title: Plumber I | Job Level: JOOUST/EST/016 | Current Grade: 4 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Office | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to perform plumbing installations and maintenance of the same to maintain sanitary conditions within the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: <ul style="list-style-type: none"> a) Perform minor & major repair of plumbing in the University to ensure reduced water wastage and maintain plumbing appliances working efficiently b) Attend to new and old buildings for plumbing installations and pipe fitting in the University to ensure that buildings are equipped for all drainage needs c) Attend to Minor & major repairs of sewer pipes in the university to ensure proper flow of waste water in the university and reduce on spread of water related diseases and pest infestations | | | |
| 4. Job Dimensions: | | | |

| |
|---|
| Financial Responsibilities |
| N/A |
| Responsibility for physical assets |
| Work tools e.g. pipe wrench, cold chisel, masonry hammer |
| Nature of decision making |
| Operational |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE C or its equivalent |
| Minimum level of professional qualification required to perform effectively in the role |
| Government Trade Test III |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Communication skills b) Organisation skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| At least 5 years' experience as a plumber |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |

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|---|
| Communication/information the job holder needs to understand in order to perform the job: |
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| The job holder conveys information to people within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time. |

2.5. Cleaner I

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Cleaner I | Job Level: JOOUST/EST/017 | Current Grade: 3 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to maintain general cleanliness of the university's buildings to provide a conducive learning environment. | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Wash all corridors in the buildings assigned, wash the dustbins and dry them in the sun to ensure cleanliness. b) Clean assigned toilets by scrubbing them to maintain cleanliness and safety for use by the students and staff. c) Attend to the drainage tunnels within the university to maintain appropriate flow of waste for easy drainage. d) Report on any breakages or spoilage to the immediate supervisor for replacement to minimize complaints and ensure smooth running of the operations in the halls. | | | |
| 4. Job Dimensions: | | | |
| Financial Responsibilities | | | |

| |
|---|
| N/A |
| Responsibility for physical assets |
| Work tools e.g. pail, mop, gloves |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE |
| Minimum level of professional qualification required to perform effectively in the role |
| N/A |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of skills required to perform a variety of primarily manual tasks |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| No experience needed |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |
| a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests |

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| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to noticeable disagreeable conditions. The job holder some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt. |
| Job Hazards |
| Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time. |

2.6. Carpenter I

| 1. Background Information | | | |
|--|-------------------------------------|--|----------------------|
| Job Title: Carpenter I | Job Level: JOOUST/EST/016 | Current Grade: 4 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to construct, maintain and repair woodwork at the university to ensure longevity and availability of the same to staff and students at the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Undertake all carpentry repairs and all joinery works in the university to ensure maintenance of wooden structures and fittings in the university. b) Construct and repairs all wood work pieces such as doors, door frames and roofs to ensure provision of quality furniture at the university c) Operates wood machine for framing, splitting and also shaping wood to ensure observance of safety in provision of wood for various uses in the university d) Conduct estimate for any work to provide a reliable procurement needs for each assignment | | | |
| 4. Job Dimensions: | | | |

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|---|
| Financial Responsibilities |
| N/A |
| Responsibility for physical assets |
| Work tools e.g. jack plane, claw hammer, screw driver |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE grade C or its equivalent |
| Minimum level of professional qualification required to perform effectively in the role |
| Government Trade Test III |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| <ul style="list-style-type: none"> a) Organisational skills b) Communication skills c) Interpersonal skills d) Problem solving skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 5 years' experience in carpentry work |
| 7. Problem Solving: |

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| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| <i>Communication/information the job holder needs to understand in order to perform the job:</i> |
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries |
| <i>Communication/information the job holder needs to carry out in order to perform the job:</i> |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or client e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| <i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i> |
| N/A |
| 10. Influence: |
| <i>Job holder's influence over practices, policies or strategy:</i> |
| Is expected to come up with suggestions on improved practices |
| <i>Job holders' influence over subordinates and colleagues:</i> |
| N/A |
| <i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i> |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| <i>Working Environment</i> |

Is exposed to noticeable disagreeable conditions. The job holder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt.

Job Hazards

Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment.

2.7. Water Plant Technician III

| 1. Background Information | | | |
|---|----------------------------------|--|----------------------|
| Job Title: Water Plant Technician III | Job Level: JOOUST/EST/015 | Current Grade: 5 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to test and monitor the water supply as per set quality standards to ensure the safety and adequacy of the water supplied to the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Test and monitor water supply within the university premises through inspection, water sampling and testing b) Repair and maintain the water distribution and treatment equipment to ensure provision of quality, safe water in the university c) Management of waste water at the university to ensure maintenance of high sanitary standards within the university d) Maintenance of water meters and water supply lines to ensure proper monitoring of water usage in the university | | | |
| 4. Job Dimensions: | | | |
| Financial Responsibilities | | | |
| N/A | | | |

| |
|---|
| Responsibility for physical assets |
| Water pumps |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| Diploma in water from Water Kenya Institute |
| Minimum level of professional qualification required to perform effectively in the role |
| N/A |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Ability to work as a team |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 3 years experience in similar field |
| 7. Problem Solving: |
| Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |

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|---|
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Detailed technical and/or functional instructions or queries |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Slight. There is very slight chance of accident or health hazards. Usual office situation , with minimal exposure |

2.8. Grounds Supervisor III

| 1. Background Information | | | |
|--|-------------------------------------|--|----------------------|
| Job Title: Grounds Supervisor III | Job Level: JOOUST/EST/o16 | Current Grade: 4 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: Grounds men | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to supervise grounds men to ensure that university grounds are clean, neat and tidy for provision of a clean conducive environment for staff and students | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Ensure that all grounds men sign in and out at work for accountability and staff hour supervision b) Provide advice on landscaping to maintain the university grounds clean and green c) Allocate work to and supervise grounds men to ensure that they complete their work of maintenance of neat university grounds d) Ensure proper maintenance of work tools used by the grounds men to ensure durability of the same e) Basic staff welfare for the grounds men reporting to the role such as reporting any illnesses to ensure that staff are comfortable at work | | | |
| 4. Job Dimensions: | | | |

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|--|
| Financial Responsibilities |
| N/A |
| Responsibility for physical assets |
| a) Work tools e.g. slashers, jembe, rake b) Machines e.g. lawnmower c) Office furniture e.g. chair, table |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE grade C |
| Minimum level of professional qualification required to perform effectively in the role |
| N/A |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of skills required to perform a variety of primarily manual tasks |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 1 year's experience |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |

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| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| The role requires the holder to allocate work to and supervise subordinates |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time. |

2.9. Water Plant Technician II

| 1. Background Information | | | |
|---|----------------------------------|--|----------------------|
| Job Title: Water Plant Technician II | Job Level: JOOUST/EST/013 | Current Grade: 7 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: Water Operators | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to test and monitor the water supply as per set quality standards to ensure the safety and adequacy of the water supplied to the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: | | | |
| <ul style="list-style-type: none"> a) Test and monitor water supply within the university premises through inspection, water sampling and testing b) Repair and maintain the water distribution and treatment equipment to ensure provision of quality, safe water in the university c) Management of waste water at the university to ensure maintenance of high sanitary standards within the university d) Maintenance of water meters and water supply lines to ensure proper monitoring of water usage in the university e) Adjustment of dosage of chemicals in water to provide quality and safe water supply to the university f) Allocation of duties to and supervision of water operators to ensure that observance of due process in the treatment of water g) Provision of technical advice to the water operators to ensure that they fully understand their mandate | | | |
| 4. Job Dimensions: | | | |

| |
|--|
| Financial Responsibilities |
| N/A |
| Responsibility for physical assets |
| Water pumps |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| Diploma in Water Engineering from Kenya Water Institute |
| Minimum level of professional qualification required to perform effectively in the role |
| N/A |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills d) Supervisory skills'Ability to work under pressure |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 3 years in a water related company |
| 7. Problem Solving: |
| Problems are generally resolved by reference to established procedures. However some limited flexibility is allowed. Problems clearly outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |
| a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed technical and / or functional instructions or queries |

| |
|---|
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Communication around escalated or difficult queries with internal or external customers or clients d) Basic explanation of services to employees of the institution or clients e) Detailed technical explanation of services or concepts to employees of the institution or clients f) Simple verbal instructions to other employees within the institution g) Detailed verbal or written instructions or requests to employees of the institution or contractors h) Drafting of factual reports, presentations, procedure or policy documents or training material |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Influences or changes specific administrative or operational practices in a team, section or unit |
| Job holders' influence over subordinates and colleagues: |
| <p>The role requires the holder to allocate work to subordinates</p> <p>The role requires the holder to supervise/ directly manage subordinates</p> |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to noticeable disagreeable conditions. The job holder some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt. |
| Job Hazards |
| Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure. |

2.10. Cleaner II

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Cleaner II | Job Level: JOOUST/EST/018 | Current Grade: 2 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to maintain general cleanliness of the university's buildings to provide a conducive learning environment. | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Wash all corridors in the buildings assigned, wash the dustbins and dry them in the sun to ensure cleanliness. b) Clean assigned toilets by scrubbing them to maintain cleanliness and safety for use by the students and staff. c) Attend to the drainage tunnels within the university to maintain appropriate flow of waste for easy drainage. d) Report on any breakages or spoilage to the immediate supervisor for replacement to minimize complaints and ensure smooth running of the operations in the halls. | | | |
| 4. Job Dimensions: | | | |
| Financial Responsibilities | | | |

| |
|---|
| N/A |
| Responsibility for physical assets |
| Work tools e.g. pail, mop, gloves |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE |
| Minimum level of professional qualification required to perform effectively in the role |
| N/A |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic skills required to perform one type of manual work |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| No experience needed |
| 7. Problem Solving: |
| Is not required to solve problems. All problems outside of routine instructions are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |
| a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests |

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| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to noticeable disagreeable conditions. The job holder some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt. |
| Job Hazards |
| Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time. |

2.11. Painter/ Decorator I

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Painter/ Decorator I | Job Level: JOOUST/EST/o16 | Current Grade: 4 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to facilitate maintenance and repair of buildings and structures by painting for preservation and beautification. | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Paint and repaint all university buildings and furniture to preserve the same and offer aesthetically pleasing structures to work with. b) Make work materials estimates to give direction on procurement needs for the works and the department c) Fix and repair broken window panes in the university to provide protection of the interior from dust and other foreign objects. d) Design and sign write all university sign boards to provide proper labelling and communicate relevant university information to the public | | | |
| 4. Job Dimensions: | | | |

| |
|---|
| Financial Responsibilities |
| N/A |
| Responsibility for physical assets |
| Work tools e.g. paint brush, scraper knife, glass cutter |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE grade C or its equivalent |
| Minimum level of professional qualification required to perform effectively in the role |
| Government Trade Test III |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 5 years' experience as a painter |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |

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|--|
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time. |

2.12. Carpenter II

| 1. Background Information | | | |
|--|----------------------------------|--|----------------------|
| Job Title: Carpenter I | Job Level: JOOUST/EST/017 | Current Grade: 3 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to construct, maintain and repair woodwork at the university to ensure longevity and availability of the same to staff and students at the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Undertake all carpentry repairs and all joinery works in the university to ensure maintenance of wooden structures and fittings in the university. b) Construct and repairs all wood work pieces such as doors, door frames and roofs to ensure provision of quality furniture at the university c) Operate wood machine for framing, splitting and also shaping wood to ensure observance of safety in provision of wood for various uses in the university Conduct estimate for any work to provide reliable procurement needs for each assignment | | | |
| 4. Job Dimensions: | | | |

| |
|--|
| Financial Responsibilities |
| N/A |
| Responsibility for physical assets |
| Work tools e.g. jack plane, claw hammer, screw driver |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE grade C or its equivalent |
| Minimum level of professional qualification required to perform effectively in the role |
| Government Trade Test III |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| <ul style="list-style-type: none"> a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 2 years' experience in carpentry work |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |

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| Communication/information the job holder needs to understand in order to perform the job: |
| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Detailed technical explanation of services or concepts to employees of the institution or client e) Simple verbal instructions to other employees within the institution f) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to noticeable disagreeable conditions. The job holder has some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt. |
| Job Hazards |
| Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment. |

2.13. Mason I

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Mason I | Job Level: JOOUST/EST/013 | Current Grade: 4 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| Facilitate maintenance of buildings by providing technical skills in repairs and putting up of new stone and brick structures | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Responsible for masonry repairs for all the university stone and brick buildings and structures to preserve and reduce long-term deterioration of university structures b) Install and repair tile floors and walls to ensure quality delivery of the work c) Construct new small buildings at the university to provide necessary structures to support provision of university services d) Provide estimates for masonry jobs to provide reliable procurement needs for each assignment e) Conducts repairs such as moulding and laying slabs on pathways, tiles on walls, manholes and on the perimeter wall to preserve and reduce long-term deterioration of the same | | | |
| 4. Job Dimensions: | | | |

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|---|
| Financial Responsibilities |
| N/A |
| Responsibility for physical assets |
| Work tools e.g. trowel, mason hammer, plumb bob, tape measure |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE grade C |
| Minimum level of professional qualification required to perform effectively in the role |
| Government Grade Test III |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 5 years' experience in masonry work |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |

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| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Detailed technical and/or functional instructions or queries |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Simple verbal instructions to other employees within the institution d) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to noticeable disagreeable conditions. The job holder some exposure to severe disagreeable conditions such as noise, moisture, dust, excessive temperatures or considerable dirt. |
| Job Hazards |
| Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment. |

2.14. Electrician II

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Electrician II | Job Level: JOOUST/EST/017 | Current Grade: 3 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Assistant Maintenance Officer | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to install and maintain electrical appliances and machines in the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) Repair, replace and maintain electrical appliances and machines owed by the institution to ensure safety of electrical appliances while in use. b) Conduct electrical inspection on the university buildings to identify any areas that need attention to ensure safety and minimise complaints. c) Install and rectify electrical appliances on new buildings to ensure proper functioning of the same. | | | |
| 4. Job Dimensions: | | | |
| Financial Responsibilities | | | |

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|---|
| N/A |
| Responsibility for physical assets |
| Work tools e.g. pliers, screwdrivers, voltmeter |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE grade C |
| Minimum level of professional qualification required to perform effectively in the role |
| Government Trade Test III |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 3 years' experience in electrical work |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |

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| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment. |

2.15. Pump Operator

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Pump Operator | Job Level: JOOUST/EST/018 | Current Grade: 2 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Water Technician | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to operate water pumps to ensure adequate supply of clean water within the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: a) On a daily basis, monitor water supply in the university to ensure adequate water supply at the university b) Monitor chemical dosage of water of water under the supervision of water technicians to ensure provision of safe clean water to the university c) Maintenance of records concerned with water treatment products .such as chemical dosage and pump oil for reference in future d) Monitor of water plant maintenance, repairs and cleaning to ensure durability of the plant and therefore the provision of adequate water supply to the university | | | |
| 4. Job Dimensions: | | | |
| Financial Responsibilities | | | |

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|---|
| N/A |
| Responsibility for physical assets |
| a) Work tools e.g. spanners b) Water pump |
| Nature of decision making |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| Minimum level of academic qualifications required to perform effectively in the role |
| KCSE grade C or its equivalent |
| Minimum level of professional qualification required to perform effectively in the role |
| N/A |
| Minimum level of knowledge that would be regularly applied to the job |
| Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training |
| Typical soft skills that would be regularly applied to the job (Attributes) |
| a) Organisational skills b) Communication skills c) Interpersonal skills |
| Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| Minimum number of months or years of experience the jobholder is required to have to be appointed to the position |
| 2 years' experience in carpentry work |
| 7. Problem Solving: |
| Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards. |
| 8. Communication: |
| Communication/information the job holder needs to understand in order to perform the job: |

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| <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests |
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Possibility of permanent disability. There is the likelihood of frequent exposure to hazards or conditions that may cause total disability or death. There is the job requirement for constant use of safety equipment. |

2.16. Groundsman

| 1. Background Information | | | |
|---|-------------------------------------|--|----------------------|
| Job Title: Grounds man | Job Level: JOOUST/EST/018 | Current Grade: 2 | No. of Posts: |
| Institution: Jaramogi Oginga Odinga University of Science and Technology | | College/ School / Faculty: N/A | |
| Directorate/Division: Planning, Administration and Finance | | Department/ Section/Unit: Estates | |
| Reports to: Grounds Supervisor | | | |
| Direct Reports: N/A | | Indirect Reports: N/A | |
| 2. Purpose of the Job: | | | |
| The purpose of this job is to ensure general cleanliness and tidiness of the university grounds by collection of litter, trimming bushes and grass all to ensure that there is a conducive environment to conduct the core activities of the university | | | |
| 3. Main Responsibilities of the Job: | | | |
| Research and Scholarship Responsibilities: N/A | | | |
| Learning and Teaching Responsibilities: N/A | | | |
| Community Service and Outreach Responsibilities: N/A | | | |
| Managerial Responsibilities: N/A | | | |
| Operational Responsibilities: Ensure general cleanliness of the grounds of the institution through collection of litter and trimming of bushes and grass | | | |
| 4. Job Dimensions: | | | |
| Financial Responsibilities | | | |
| N/A | | | |
| Responsibility for physical assets | | | |

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|---|
| Work tools e.g. wheelbarrow, jembe, panga, slasher |
| <i>Nature of decision making</i> |
| Operational Decisions |
| 5. Qualifications Knowledge and Skills: |
| <i>Minimum level of academic qualifications required to perform effectively in the role</i> |
| KCSE grade C |
| <i>Minimum level of professional qualification required to perform effectively in the role</i> |
| N/A |
| <i>Minimum level of knowledge that would be regularly applied to the job</i> |
| Knowledge of basic skills required to perform one type of manual work |
| <i>Typical soft skills that would be regularly applied to the job (Attributes)</i> |
| a) Communication skills b) Interpersonal skills |
| <i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i> |
| Compliance with chapter 6 of the constitution |
| 6. Relevant Experience Required: |
| <i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i> |
| 3 years' experience |
| 7. Problem Solving: |
| Is not required to solve problems. All problems outside of routine instructions are referred upwards. |
| 8. Communication: |
| <i>Communication/information the job holder needs to understand in order to perform the job:</i> |
| a) Basic verbal instructions or requests b) Detailed verbal instructions or requests |

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|---|
| Communication/information the job holder needs to carry out in order to perform the job: |
| <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks b) Routine communication with employees of the institution or clients c) Basic explanation of services to employees of the institution or clients d) Simple verbal instructions to other employees within the institution e) Detailed verbal or written instructions or requests to employees of the institution or contractors |
| 9. Sapiential Authority |
| Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise). |
| N/A |
| 10. Influence: |
| Job holder's influence over practices, policies or strategy: |
| Is expected to come up with suggestions on improved practices |
| Job holders' influence over subordinates and colleagues: |
| N/A |
| Job holders' influence over people outside the directorate but within the institution and people outside the institution |
| Conveys information within the university |
| 11. Other responsibilities assigned outside of the core responsibilities of the job: |
| N/A |
| 12. Working Conditions: |
| Working Environment |
| Is exposed to disagreeable conditions. The job holder has some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings; some time away from duty station through travel requirements. Some exposure to outdoor conditions. |
| Job Hazards |
| Moderate. Exposure to security threats and/or other injury could occur in the course of work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time. |

Final Signoff

| | Name | Designation | Sign | Date |
|---------------------------|-------------|--------------------|-------------|-------------|
| Head of Department | | | | |
| Human Resource | | | | |

Fair pay for fair play