

## **Workshop Supervisors**

Along with officers as listed above, supervisors are posted in different grades.


Each workshop is sub-divided into 'Shops' and sub-divisions and is supervised by Senior Section engineers (SSEs) and Junior engineers (JEs). Supervisors are technically qualified "Shop Floor Managers" acting as an interface between management and the workmen.

Assisted by the other supervisors and clerks, the senior most supervisor of a shop (generally an SSE) exercises overall command of the affairs of the shop. He ensures that his shop remains current in paperwork and achieves the desired outturn and quality. SSEs have a special responsibility to instill discipline and resolve conflicts; and hence they have to remain neutral and unbiased and equidistant from the staff unions/Associations.

### **Duties of Supervisors in Workshops & their responsibilities**

The shop Supervisors have a definite function in enforcing/overseeing the under-mentioned aspects:

- a. Allocation of work and deployment of Staff
- b. Verification of timely and proper opening and closing of job cards
- c. Enforcing quality through Supervision of work and stage inspections
- d. Ensuring availability of tools and materials
- e. Ensure economy in use of raw materials.
- f. Ensure punctuality in attendance, discipline and also presence of workers at the work spot during duty hours.
- g. Ensure supply of safety kits to workers and ensure adherence to safety regulations and safe work practices.

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- h.** Ensure timely completion of work as per target set by the management.
  - i.** Ensure proper up-keep and safety of Railway's assets - both immovable and movable.
  - j.** Ensure cleanliness of work premises and ensure good house-keeping by eliminating trash, filth, and foreign matters creating a cleaner workplace. Inculcate cleaning as a form of inspection and establish a clean-up time every day.
  - k.** Ensure correct handling of material so that damage does not occur due to mishandling.
  - l.** Inculcate and maintain proper work culture amongst staff.
  - m.** Design and establish an efficient and neat layout so that one can always get just as much of what is needed and whenever needed.
  - n.** Design of workstations: Design an efficient layout and ensure proper storage of tools, jigs and fixtures, raw materials, spare parts and semi finished and finished work; and to put things in order (or organize them) according to a specific rule or principle.
  - o.** Ergonomics: To optimise tasks and workstations from the point of view of common place postures and movements such as sitting, standing, lifting, pulling and pushing with least stress on ligaments, joints and muscles of the workmen; and modify them as needed with change of activity or workmen with different anthropometric background.
  - p.** Environment: To create a conducive work environment free from avoidable heat, noise, pollution, vibrations and lack of illumination.