



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

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### DIVISIONAL ENGINEER (WORKS) NORTHERN

**JOB DESCRIPTION:**            **Leading Hand (Electrician)**

#### CORPORATE INFORMATION

1. **Salary Band:**     Salary Band E
2. **Salary Range:**   \$19,041.75 - \$24,412.50
3. **Duty Station:**    Labasa.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Supervisor Electrical
  - b) **Liaises with:** Other Leading Hands, Customers, Storeman, and Driver.
  - c) **Subordinates:** Electrician, Trade Assistants

#### POSITION PURPOSE

The position is responsible for leading a team of electricians to conduct maintenance, fault-finding and diagnostics on existing systems, installs new electrical systems, to customer standards and to maintain those systems while upholding safety guidelines and complying with codes and regulations.

#### KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

The position will achieve its purpose through the following;

1. Leading a team to inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes and occupation, health and safety requirements.
2. Carry out repairs of electrical problems in commercial and domestic electrical systems, including fault-finding, rewiring, reporting and monitoring
3. Actively contribute to all electrical requirements of the department, including maintaining current electrician's license, surveying, scoping and estimating work activities where required
4. Provide exceptional customer service and advice for customers
5. Provide, maintain and safely store appropriate hand tools necessary for electrical works.
6. Actively contributing to all cooperate requirements of the Ministry, including human resource activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators;

1. Timely and accurate submission of all required reports with recommendations for improvement where suitable.
2. All agreed work schedules are delivered within agreed timeframes, and compliant with relevant processes, legislations and policies
3. Timely and accurate repairs of electrical equipment and accessories as stipulated in the relevant manuals and standards
4. Proper usage, maintenance and safe storage of all Government assets, including equipment, buildings and surroundings.

## **PERSON SPECIFICATION**

In addition to a Trade Certificate in Electrical Engineering or relevant experience; with a valid Wireman's License, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

## **KNOWLEDGE AND EXPERIENCE**

1. 5 years' of work experience in a relevant field;
2. Demonstrated knowledge of occupation health and safety standards;
3. Wide knowledge of different kinds of electrical installation and repair tools and devices;
4. Must have knowledge of basic computer applications;
5. On-the-job training under the Apprenticeship Scheme and Pole Access License will be an advantage.

## **SKILLS AND ABILITIES**

1. Demonstrated ability to lead a team to execute activities in an efficient and effective manner and meet deadlines
2. Must have good verbal and written communication skills, especially for liaising with consumers;
3. Attention to detail and problem solving skills;
4. Must demonstrate the ability to work independently and in a team;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

## **Personal Character and Eligibility**

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability applicants.