



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN

JOB DESCRIPTION: Leading Hand Electrician – Rural Government Stations (Ahau/Vunisea/Tubou/Nabouwalu)

CORPORATE INFORMATION

1. **Position Level:** Salary Band E
2. **Wage Rate:** \$9.90/hr. - \$12.69/hr.
3. **Duty Station:** Ahau/Tubou/Vunisea/Nabouwalu (**Stations are rotated after five years**)
4. **Reporting Responsibilities:**
 - a) **Reports To:** Foreman Rural Government Station
 - b) **Liaises with:** Other Leading Hands, Consumers and other stakeholders at the station, Storeman.
 - c) **Subordinates:** Donkey man

POSITION PURPOSE

The position is responsible for providing localized grid electricity to customers and overseeing the operation of the power house at the Rural Government Station with specific responsibility for identifying, repair and/or replacement of reticulation as required.

KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Maintain the electrical reticulation in the government station; carryout timely general repairs and maintenance works in accordance with AS/NZS3000:2007 wiring standards and FEA Reticulation Manual.
2. Supervise and manage the generating plants and staff based at the station to ensure continuous/consistent supply of electricity for the station as per standard operating hours set by the Department.
3. Maintain optimum amount of fuel and spares for the generating plants and store them safely with clear records of usage.
4. Maintain appropriate records for the power house operations and submit these reports on a weekly/monthly basis as required.
5. Responsible for the monthly meter reading and report data as required to billings Clerk.
6. Ensure that all Government assets are well kept.
7. Actively contribute to all cooperate requirements of the Ministry where required.

KEY PERFORMANCE INDICATORS

1. Performance will be measured through the following indicators.
2. Timely and accurate submission of all required reports with recommendations for improvement where suitable.
3. Consistent and safe power supply operations to all customers in a timely manner.
4. Effective management of staff to ensure timely and quality service delivery within the approved human resource mandates and policies.
5. 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. Good understanding of the AS/NZS3000:2007 Wiring Standards
2. 5 years' of work experience as a senior electrician involved in overhead and underground electrical line maintenance and residential wiring
3. Must have knowledge and experience in operating and maintaining generating units
4. Must be familiar with the National OHS Act and regulations
5. Must have knowledge of basic computer applications;
6. 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 vision and hand-eye coordination;
3. Must have good verbal and written communication skills, especially for liaising with consumers;
4. Attention to detail and problem solving skills;
5. Must demonstrate the ability to work independently and in a team;
6. Must be physically and mentally fit.

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 of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability.