

**NATIONAL INSURANCE SCHEME
SPECIALIST JOB DESCRIPTION (Draft)**

JOB TITLE:	Electrical Maintenance Officer	AGREED TO BY:
REPORTS TO:	Assistant General Manager - Administration	APPROVED BY:
DIVISION:	Administrative	DATE EFFECTIVE:
SECTION:	Building and Maintenance	
LEVEL:	Five	

DESCRIPTION

I POSITION SUMMARY

Responsible for the proper functioning of all electrical equipment and systems within the organization by carrying out regular inspection and testing of electrical systems, recommending strategies to replace or fix electrical problems and ensuring that all electrical systems of the building are performing as required.

II MAJOR DUTIES:

Duties performed by this position include the following

- Ensures the proper functioning of all electrical units within the organization.
- Ensures scheduled checks for spotting of any malfunctions.
- Appropriate use and handling of electrical testing and repair equipment.
- Visits outlying offices on a monthly basis in order to carry out inspections and effect electrical maintenance work to be done where necessary.
- Inspects electrical systems, equipment and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Diagnoses malfunctioning systems, apparatus and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Maintains or repairs electrical or electronic equipment, appliances, apparatus and fixtures, when they breakdown or are in need of repairs.

- Complies with all safety norms and regulations of working.
- Advises management on whether continued operation of equipment could be hazardous.
- Maintains current electrician's license or identification card to meet governmental regulations.
- Completes all tasks as assigned by the Assistant General Manager – Administration and attends job training activities when required.

III SUPERVISORY RESPONSIBILITIES

This incumbent does not supervise any personnel but has a close working relationship with the Building Maintenance Officer and Assistant General Manager -Administration.

IV SKILL REQUIREMENTS

A. TECHNICAL SKILLS

The most important technical skills required in this position include:

- Sound knowledge and understanding of handling and using electrical repair tools and equipment.
- Practical hand skills and ability to use a wide range of specialist tools.
- Knowledge of applicable electrical codes, standards and regulations.
- Knowledge of electrical application for high and low voltage electrical system.
- Knowledge of the potential occupational hazards connected with electrical work and the safety standards and practices, which should be applied.
- Skill in the repair and maintenance of all types of electrical systems (equipment and components).
- Skill in diagnosing the cause of electrical breakdowns.
- Ability to identify technical malfunctions in electrical units.

B. ANALYTICAL REQUIREMENTS: The key of formal analytical requirements of this position include:

- Ability to study and comprehend new technology.
- Analyzing availability of material or equipment required to complete job and make changes to planned schedule as is necessary.

C. CO-ORDINATING SKILL: The most important co-ordinating aspect of this job include:

- Ability to effectively manage time and coordinate work functions with co-workers.
- Liaising with the Department Heads where electrical work is to be undertaken to ensure minimum levels of disruption to normal work flow.
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- Ability to work without immediate supervision in the most efficient and economical manner.

D. INTERPERSONAL SKILLS: The most important interpersonal requirements of this position include:

- Excellent written and verbal communication skills.
- Working closely with Building Maintenance Officer whenever electrical maintenance is to be done.
- Liaising frequently with Assistant General Manager – Administration to ensure that all Electrical Maintenance Work is completed in a timely manner.

E. CLERICAL SKILL: The most important clerical requirements of this position include.

- Prepares requisition for materials.
- Maintains records of all electrical inventories.
- Keeps a log of electrical repair and maintenance works.

V. **CONDITIONS OF WORK**

This position is expected to work under the following conditions:

- Conditions that may tend to be unfavourable while visiting other NIS locations such as excessive travelling and the inadequacy of transportation and accommodation facilities.
- Situations requiring a reasonable level of physical fitness, as electrical work regularly involves stretching, bending, kneeling as well as long periods of standing.
- Situations requiring the use of hands and arms in handling, installing, positioning and moving materials and manipulating things.

VI. **WORK ENVIRONMENT:**

- Work location can be indoors, outdoors or both.
- Works alone, as part of a team or in areas where building activities are in progress.
- Works in all weather conditions where the worker is required to travel by boat or in vehicles over rough terrain.
- Atmospheric conditions which affect the job holder consist of situations such as poor ventilation due to insufficient movement of air or exposure to very hot weather conditions as well as poor lighting in an office environment.

VII. **BACKGROUND**

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

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| (a) MINIMUM EDUCATION | Technician Certificate in Electrical Installation from G.T.I or from a Recognized Institution plus a valid Government Electrical Contractor License (Which was enforced for the past 3 years). |
| (b) MINIMUM EXPERIENCE | 5 years experience in electrical construction, maintenance and repair plus experience in maintaining a generator set (electrical aspect). |