



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

Department:	Electrical Works Section, Works Department
Job Title:	Electrician, Air Conditioning and Refrigeration Mechanic
Responsible to:	Senior Electrical Engineer
Job Purpose:	To ensure that in-house and private jobs are undertaken competently and in a timely manner while ensuring high standards of work are delivered at all times in accordance with Company requirements and local regulations.

Job Outline:

- Perform all activities as instructed in a professional manner while adhering to health and safety policies and practices and ensuring a culture of safe working practices, including use of tools and equipment in wearing protective clothing and equipment, is adhered to in the workplace
- Install, test and service all electro/mechanical equipment both domestic and commercial while ensuring that the quality of work provided for clients is of a consistently high standard
- Perform repairs and undertake scheduled servicing of essential electrical, air-conditioning and refrigeration systems both Company and privately owned
- Assist with the installation, testing and servicing of fire and intruder alarm systems
- Undertake job related training as and when required
- Assist the Senior Electrical Engineer with general administrative duties and maintain accurate records of time spent on jobs
- Any other related duties as required by Management

Special Conditions:

- To be available to work on an on call rota basis
- Out of hours work as and when required.
- Compliance with UK or locally approved electrical policies and procedures

Qualifications:

- The post holder should ideally be graded Level 3 City & Guilds Diploma in Electrical Installations Course, or equivalent
- Hold certification in IEE Wiring Regulations 17th Edition or later and proven track record of working with Air Conditioning and refrigeration systems.
- Possess grade C in GCSE Maths or English, or equivalent
- Be in possession of a valid driver's licence
- Have a Safety Awareness Certificate or have undertaken Health and safety on the worksite training

Skills & Competencies:

The ideal candidate should:

- Have at least 3 years proven experience in Electrical Engineering
- Ability to use, repair and maintain machines, tools, plant and equipment.
- Be able to provide a customer focused service
- Be able to work independently and as part of a team with minimum supervision
- Have a strong commitment to providing a high quality service
- Be capable of working to tight deadlines
- Make assessments of job requirements, material requirements and provide method statements
- Be able to carry out hazard identification and risk assessments

Personal Attributes:

- Excellent communication skills.
- Excellent customer services skills.
- Problem solving ability with technical aptitude.
- Ability to adapt effectively to change.
- Commitment to continuous learning and development in an ever-changing industry.
- Persistent when troubleshooting and problem solving.
- Demonstrates attention to detail.
- Positive work ethic.
- Self-disciplined and self-motivated.