



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

Department: Electrical Works Section, Works Department
Job Title: Electrician (Level 2)
Responsible To: Electrical Foreman / Supervisor

Job Purpose: To carry out all off the Company's electrical maintenance and repairs ensuring that all work is completed by the specified deadlines and to the required standards.

Job Outline

- To ensure that health and safety requirements are always observed and adhere to.
- To be responsible for the installation, maintenance and repair work on domestic and commercial electrical works and equipment for both the Company, the public and commercial businesses as directed by the Foreman or Supervisor.
- Perform repairs on domestic and commercial appliances and equipment, i.e washing machines, cookers etc
- Install, test and servicing of fire and intruder alarm detection systems.
- Ensure that the Company Customer Services standards are always adhered to.
- To ensure that the quality of work provided to clients is of a consistently high standard.
- To carry out essential electrical repairs to Company property and equipment outside of normal working hours as required by Management.
- To be prepared to undertake training on the maintenance and repair work on Refrigeration and Air Conditioning Systems.
- To provide advice and assistance to staff
- To record and complete timesheets and any other administrative work related to the department as directed by the Foreman or Supervisor.
- To assess materials and obtain costs for jobs for both internal and external clients.
- Be in possession of a valid driver's license in classes A & C, undertake learning to achieve other classes of license relevant to the job.
- Maintain current electrician's license.
- To participate and be a member of the allocated team for the monthly on-call rota.
- Undertake job related training as and when required.

- Any other related duties as required by Management.

SPECIAL CONDITIONS:

- Out of hours work as required.
- To undertake job related training as required
- Hold certification in IEE Wiring Regulations 17th Edition or later and proven track record of working with Fire and Intruder alarm systems, domestic and commercial plant and equipment.

KEY COMPETENCIES:

- Ability to use, repair and maintain machines, tools, plant and equipment.
- Ability to use own initiative.
- Able to work effectively in a team environment.

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.
- Willingness to pass on your skills / knowledge to others.