



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

Department:	Electrical Works Section, Works Department
Job Title:	Trainee Electrician
Responsible to:	Electrician, Air Conditioning and Refrigeration Foreman
Job Purpose:	Assist with in-house and private jobs and to complete them 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
- Assist with the Installation, testing and servicing all electro/mechanical equipment both domestic and commercial while ensuring that the quality of work provided for clients is of a consistently high standard
- Assist with 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 Electrical Foreman with general administrative duties and maintain accurate records of time spent on jobs
- Any other related duties as required by Management
- To improve working skills at every opportunity
- To demonstrate initiative and self-motivation

Special Conditions:

- Assist with out of hours work as and when required.
- Possess driving licence class A & C

PERSONAL ATTRIBUTES:

- Excellent communication skills.
- Excellent customer services skills.
- Problem solving 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.
- Able to work effectively in a team environment