

POSITION ANNOUNCEMENT

JOB TITLE	ELECTRICAL UNIT SUPERVISOR/FOREMAN (TS-4)
TYPE OF VACANCY	STAFF
REPORTS TO:	ASSISTANT DIRECTOR, UTILITIES
DEPARTMENT	PHYSICAL PLANT DEPARTMENT
<p>SUMMARY: Under the direction of the Assistant Director/Director the supervisor of the Electrical Unit would be engaged in the installation, inspection, maintenance and repair of wires, conduits, apparatus, fixtures and other electrical appliances used for lights, heat, power or some other purpose.</p>	
<p>SPECIFIC DUTIES & RESPONSIBILITIES: The Electrical Unit Supervisor/Foreman is required to perform but not limited to the following list of duties:</p> <ul style="list-style-type: none"> ➤ Keep records of assignments and produce work reports as required; ➤ Keep records of material received and used; ➤ Attend seminars recommended by supervisor/management; ➤ Attend meetings called by supervisor/management; ➤ Undertake continued training as required to meet the changing needs of service, client and industry; ➤ Follow instructions given by supervisor/management or designate(s); ➤ Comply with departmental and Governmental Health and Safety standards; ➤ Maintain truck log according to departmental policy; ➤ Inform supervisor/management of parts, equipment and other supplies needed; ➤ Inform customers of potential problem or that the malfunction has been resolved; ➤ Communicate in writing/email and verbally with staff members, administrator, Physical Plant Helpdesk and other contact persons; ➤ Report any damage, malfunctioning of furniture or fixtures to Help Desk; ➤ Keep supervisor and department heads informed of potential problems or unusual events; ➤ Follow maintenance and cleaning schedule; ➤ Clean work area and maintain electrical room, tools and equipment including vehicle assigned; ➤ Use jackhammer and other concrete moving equipment; ➤ Provide emergency repair service as directed; ➤ Communicate in writing/email and verbally with staff members, administrator, Physical Plant Helpdesk and other contact person; ➤ Assist in maintaining a preventative maintenance schedule; ➤ Assist in training personnel; ➤ Work from ladders, scaffolds and roofs to install, construct, maintain or repair electrical related fixtures and infrastructure; ➤ Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; move furniture and equipment as necessary; 	

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- Analyze and interpret blue prints, electrical sketches and wiring diagrams so that they can repair, install or maintain apparatus and components based on these diagrams;
- Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools;
- Diagnose malfunctioning systems, apparatus, and components using test equipment and hand tools and electrical tools to locate the cause of a breakdown and correct the problem;
- Connect wires to circuit breakers, transformers and other components;
- Inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with codes;
- Advise management on whether continued operation of equipment could be hazardous;
- Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters and oscilloscopes to ensure compatibility and safety of system;
- Upgrade electrical equipment and devices as needed;
- Lay underground conduit for electrical lines and install low voltage electric lines and conduits for telephone systems;
- Install ground leads and connect power cables to equipment such as motors;
- Repair or replace wiring, equipment and fixtures using hand tools and power tools;
- Service electrical fixtures and infrastructure;
- Prepare written estimates of material and labor and give time lines of maintenance and development projects;
- Assist in determining needed equipment, materials and supplies for the unit; requisition a wide variety of supplies, maintenance tools and equipment;
- Monitor the acquisition and use of materials and equipment;
- Train or inform employees of new work method or procedure, change in safety regulations and work policies;
- Assist in negotiating with outside contractors for work which cannot be carried out by the Physical Plant Department personnel;
- Coordinates activities with other trade areas or project manager;
- Maintain and cares for tools and equipment;
- Place conduit (pipes or tubing) inside designated partitions, walls or other concealed areas and pull insulated wires or cables through the conduit to complete circuits between boxes;
- Undertake continued training as required to meet the changing needs of service, customer and industry;
- Provide assistance during emergencies by operating floodlights and generators, placing flares and driving needed vehicles;
- Cut and drill holes in floors, walls and roof to install equipment using power saws and drills;
- Inform customer of potential problem or that the malfunction has been resolved;
- Carry walkie-talkie during working hours and answer when called;

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- Perform other related duties, including minor duties of other trades where certification is not required and the work does not exceed own limitation.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work alone and with minimum supervision;
- Identify, name and use tools used in the electrical trade;
- Identify and name parts/equipment/fixtures used in the electrical trade;
- Ability to respond quickly to inquiries and concerns;
- Ability to troubleshoot problems and make proper repairs;
- Ability to analyze and interpret blue prints, electrical sketches and wiring diagrams;
- Knowledge of departmental and Governmental Health and Safety standards;
- Ability to monitor jobs to ensure quality and proper compliance with job standards;
- Ability to perform minor duties in other trades where certification is not required;
- Ability to communicate in writing/email and verbally with all strata of persons, both internally and externally;
- Ability to maintain a preventative maintenance schedule;
- Ability to train personnel.

You will be required to adhere to the following:

- Punch time clock on arrival and departure;
- Follow attendance, punctuality and dress code policy as set up by the Physical Plant Department;
- Wear identification badge during working hours;

QUALIFICATIONS:

Must possess certification as a Three (III) Phase Licensed Technician.

EMAIL INFORMATION TO:

hrapply@ub.edu.bs

Attention: Director, Human Resources

Salary Scale	TS-4 - \$23,290 x \$600 - \$35,290
Date Published	June 21, 2017
Advertisement End Date	July 4, 2017
Date to be Removed	July 5, 2017

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Electrical Unit Supervisor/Foreman.