

# POSITION ANNOUNCEMENT

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| <b>JOB TITLE:</b>   | <b>ELECTRICAL SUPERVISOR/FOREMAN</b> |
| <b>TYPE OF VACANCY:</b>   | <b>STAFF</b>                         |
| <b>REPORTS TO:</b>  | <b>ASSISTANT DIRECTOR</b>            |
| <b>SCHOOL/DEPARTMENT:</b>   | <b>PHYSICAL PLANT DEPARTMENT</b>     |
| <b>SUMMARY:</b> Under the direction of the Assistant Director, the Electrical Supervisor/Foreman is to plan, organize, schedule, assign and review maintenance work in the Electrical Unit; perform a variety of responsibilities/duties related to the supervision of maintenance operation and activities, and supervise and evaluate the work of assigned employees.   |                                      |
| <b>DUTIES &amp; RESPONSIBILITIES:</b> The duties of the Electrical Supervisor/Foreman include but are not limited to the following: <ul style="list-style-type: none"><li>➤ Be able to work alone and with minimum supervision;</li><li>➤ Establish and carry out electrical maintenance programs such as energy conservation;</li><li>➤ Install, repair and service specialized electrical equipment;</li><li>➤ Assist in determining needed equipment, materials and supplies for the unit; requisition a wide variety of supplies, maintenance tools and equipment;</li><li>➤ Prepare written estimates of material and labour and give time lines for maintenance and development projects;</li><li>➤ Write specifications and assist in negotiating with outside contractors for work which cannot be carried out by the Physical Plant Department personnel;</li><li>➤ Monitor the acquisition and use of materials and equipment;</li><li>➤ Comply with departmental and governmental health and safety standards and ensures the Electrical Unit adheres to these standards;</li><li>➤ Coordinate activities with other trade areas or the Project Manager;</li><li>➤ Assist in developing, implementing and maintaining a preventative maintenance program and electrical system inspections;</li><li>➤ Participate in the selection of new personnel for the Electrical Unit, as directed;</li><li>➤ Keep Assistant Director and Director abreast of potential problems or unusual events affecting the Electrical Unit;</li><li>➤ Recommend improvements, changes or new techniques and procedures;</li><li>➤ Plan, organize, coordinate and oversee the day-to-day maintenance activities to assure the proper and efficient maintenance, construction and repair of the University's buildings, facilities and equipment;</li><li>➤ Develop and prepare work schedules for the Electrical Unit, review maintenance reports and work orders and prioritize and coordinate duties and assignments to ensure effective workflow and smooth operations;</li><li>➤ Coordinate response to emergency calls;</li><li>➤ Prepare weekly and monthly reports related to Electrical Unit personnel, inventory, supplies, work requests, work performed and safety issues;</li></ul> |                                      |

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- Analyze and interpret complex blue prints, electrical sketches and wiring diagrams and supply electricians with construction, installation and other details not ordinarily supplied;
- Supervise the maintenance and repair of various types of electrical equipment;
- Supervise and work in conjunction with electricians engaged in installing, inspecting and repairing electric wires and cables, including high voltage;
- Ensure that the electrical code of The Bahamas is followed;
- To punch time, clock on arrival and departure;
- Assists the Assistant Director, as directed.

**QUALIFICATIONS:** The successful candidate must possess:

- Applied Science Associate Degree or Associate Degree in Electrical Technology AND Three phase Electrician License with at least five (5) years proven relevant post-qualification experience; **OR**
- Three-phase Electrician License AND at least ten (10) years proven relevant work post-qualification experience, which should include certificates in supervision; **OR**
- Single-phase Electrician License AND at least twelve (12) years proven relevant work post-qualification experience, certificates in supervision would be a plus.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrate honesty, integrity and ethical conduct and accepts ownership and accountability for own actions;
- Ability to take instruction from Supervisor or designate(s);
- Ability to read, interpret and work from blueprints and sketches;
- Skilled in methods, materials and equipment used in the electrical trade;
- Knowledgeable about building construction practices and laws pertaining to The Bahamas;
- Must undertake continued training, as required, to meet the changing needs of service, client and industry;
- Must be able to communicate effectively, both orally and in writing;
- Must be able to estimate material, labour and costs associated with electrical projects;
- Must be computer literate;
- Must have an eye for detail.

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**To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *Electrical***

***Supervisor/Foreman:***

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form ([www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf](http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf));
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- Copy of Voter's Card;
- Copy of a valid Driver's License
- At least three (3) written, professional references.

**Submit all electronically to:**

Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

Attention: V.P., Human Resources

**Please visit our website at [www.ub.edu.bs](http://www.ub.edu.bs) for more information about the University and to access the University's Employment Opportunities.**

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|-----------------------------|-------------|
| <b>Salary Scale</b>         | <b>TS-5</b> |
| <b>Date Published</b>       |             |
| <b>Application End Date</b> |             |
| <b>Date to be Removed</b>   |             |

*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 Supervisor/Foreman.*