

POSITION ANNOUNCEMENT

JOB TITLE	ELECTRICIAN I – UB-NORTH
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	OPERATIONS, UB NORTH
REPORTS TO	SUPERVISOR OF BUILDINGS & GROUNDS, UB NORTH
<p>SUMMARY: The Electrician I is responsible for the installation, inspection, maintenance and repair of electrical components and other electrical appliances used for light, heat, power or some other purpose. The holder of this position must be able to lay out the working details for installing and repairing all electrical components.</p>	
<p>DUTIES & RESPONSIBILITIES: The holder of the Electrician I position is required to perform a variety of tasks, including but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Work as and where assigned to safely and with expedience complete tasks; ➤ Analyse and interpret blueprints, electrical sketches, and wiring diagrams in order to 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 and repair malfunctioning systems, apparatus and components using test equipment and hand tools to locate the cause of a breakdown and correct the problem; ➤ Inspect and test electrical systems, equipment, and other components to identify hazards and defects using appropriate technology and devices; ➤ Plan layout and installation of electrical wiring, equipment and fixtures based on job specifications and local codes; ➤ Obtain, before beginning all tasks, all materials and tools required for execution and completion; ➤ Inform the Supervisor of equipment parts and supplies shortages and recommend purchases and suppliers; ➤ Advise the Supervisor on whether continued operation of equipment would be hazardous; ➤ Repair or replace wiring, equipment and fixtures using hand tools and power tools; ➤ Call vendors to discuss the needs of parts and supplies; ➤ Assist with emergencies by operating floodlights and generators, placing flares and driving needed vehicles; ➤ Ensure that the work environment is clean and secured safely upon the completion of a task and or at the end of the shift; ➤ Keep workshop areas clean and safe with materials, tools, and supplies appropriately stored and labelled. 	

POSITION ANNOUNCEMENT

KNOWLEDGE, SKILLS & ABILITIES:

- Strong knowledge and understanding of electrical technology, electrical codes, safety standards and practices are required;
- Ability to interpret blueprints and other sketches and or wiring diagrams;
- Ability to calculate power requirements for electrical systems;
- Good knowledge of materials and equipment;
- Good method skills;
- Good oral and written communication skills;
- Good time management and organisation skills;
- Must demonstrate honesty, integrity and ethical conduct; and
- Ability to work extended and flexible hours to perform tasks in emergencies.

REQUIREMENTS:

- Follow attendance, punctuality and dress code policies as set up by the Buildings & Grounds Department;
- Clock in upon arrival and departure at the end of the shift;
- Demonstrate commitment to continuous learning by participating and completing recommended training and certificates; and
- Comply with the University's safety standards.

QUALIFICATIONS:

- BGCSE or equivalent to in English Language & Mathematics with a grade "C" or above;
- UB's Literacy/Numeracy Test – Satisfactory
- At least four (4) years of relevant post-qualification work experience

Salary Grade	TS-2
Date Published	March 24, 2023
Application End Date	March 24, 2023
Date to be Removed	April 7, 2023

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](https://ub.edu.bs/Application-for-Employment-Staff.pdf));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

Email Address: hrapply@ub.edu.bs
Subject: Electrician I, UB North
Attn: Vice President, Human Resources

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 Electrician I, UB North.