

## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>FOREMAN IV (ELECTRICAL)</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>REPORTS TO</b>	<b>ASSISTANT MANAGER, UTILITIES</b>
<b>DEPARTMENT</b>	<b>PHYSICAL PLANT DEPARTMENT</b>
<b>SUMMARY:</b> Under the direction of the Assistant Director, the Foreman (Electrical) 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 Foreman IV (Electrical) is required to perform but not limited to the following list of duties: <ul style="list-style-type: none"> <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; requisitions of 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 ensure 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 supplies 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.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to read, interpret and work from blueprints and sketches.
- Ability to take instruction from supervisor or designate (s)
- 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.
- Must demonstrate honesty, integrity and ethical conduct and accept ownership and accountability for own actions.

### **You will be required to adhere to the following:**

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

### **QUALIFICATIONS:**

- Master's license, AND two (2) years post-qualification work experience, OR Three-phase Electrician's license, AND two (2) years post-qualification work experience, AND at least eight (8) years approved and relevant work experience gained prior to obtaining the license.

### **Email Information:**

#### **Interested applicants should send the following via email:**

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- At least three (3) names of or 3 written professional references;
- Evidence of educational accomplishments.

**Incomplete application packages will not be considered.**



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**Emailing Address:**

Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
Attention: Vice President, Human Resources  
Subject: **Foreman IV (Electrical)**

<b>Salary Grade</b>	<b>TS-5</b>
<b>Date Published</b>	<b>January 2023</b>
<b>Application End Date</b>	<b>February 2023</b>
<b>Date to be Removed</b>	<b>February 2023</b>
<i>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 Foreman IV (Electrical).</i>	