

Housing Authority

Position Description: Electrician



Position	Licensed Electrician
Incumbent	
Reports to	Manager Planning & Properties
Date	
Reporting Positions <ul style="list-style-type: none"> • Manager Properties 	
Purpose The successful applicant will possess good interpersonal skills and the ability to physically perform manual handling of electrical, wiring and servicing tasks safely and as required personally and as a Team on all properties of Housing Authority and report all incidents/accidents and hazards immediately to the Manager Properties.	
Accountabilities The Jobholder has the following accountabilities: <ol style="list-style-type: none"> 1) Carryout conditional assessments, scope and maintenance or upgrade existing electrical installation across all Housing Authority (HA) Assets and Strata Properties. This includes detailing all electrical works with EFL on signing of electrical permit works with EFL as Licensed Electrician for Housing Authority. 2) Service or facilitate servicing of building utilities including Generator Set, Pumps, Air Conditioning, Lifts, Fire Systems & Telecommunications. 3) Oversee installation of new lifts to be installed at HA HQ and servicing of the same 4) Engage suppliers and contractors in accordance with HA's procurement policy 5) Carrying out other works with other services providers such as mechanical Services, Fire Systems, National Fire Authority (NFA), Energy Fiji Ltd (EFL), Telecom Fiji Ltd (TFL), ICT, Vodafone. 6) Attending to resolve Strata Units customer's (ad hoc electrical) complaints and prepare weekly and monthly status report. 7) Assist the properties officer in contributing to the annual maintenance plan. 8) Propose energy efficient initiatives and renewable energy solutions 9) Carry out any other duties within the scope of the position or related as assigned by the Manager Planning & Properties/Management team from time to time. 	
Working Relationships Internal <ul style="list-style-type: none"> Maintenance Leading Hand Grounds men General Manager Land and Housing Development Managers /Team Leaders Staff Chief Executive Officer Head of Risk External <ul style="list-style-type: none"> Services and Hardware Suppliers Consultants Service Providers i.e Air Conditioning, NFA, EFL, Telecom, Vodafone Stakeholders Customers 	

Major Challenges

Ensure minimum disruption to Business Efficiency through uninterrupted supply of key services including power, water and air conditioning to HQ

Complete work on time and at a minimum cost.

Customer satisfaction

Maintaining the work site hazard free and in compliance to OHS standard.

Also in compliance with EFL and Building Regulations

Competencies, Experience and Qualifications

The following competencies, experience and qualifications are required to do this job:

MQR:

- 1) OHS electrical certificate
- 2) A wire man's license class three Trade Certificate from a recognized Technical Institution
- 3) A valid licensed electrician certification from Energy Fiji Ltd (EFL), is preferable.
- 4) A valid Driving License
- 5) Knowledge of all electrical works
- 6) Knowledge on maintenance of electrical tools
- 7) Knowledge on OHS especially work-site risks

Special requirements:

- 1) Previous experience on electrical works.
- 2) Effective communication skills
- 3) A good team player
- 4) Ability to work well under pressure
- 5) Attention to details
- 6) Ability to demonstrate initiative