

JOB TITLE	Electrical Artisan Assistant	GRADE	6
POSTION CODE		OFO CODE	
DEPARTMENT	Facilities and Infrastructure (Electrical Section)	INCUMBENT	Various
SUPERVISOR/MANAGER	Manager: Electrical Services	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full Time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council	DATE APPROVED	21 November 2018 (SR). Updated: 5 October 2026 – Ref: P&C076/26
MAIN JOB OBJECTIVE/S	To ensure that all lighting and heaters are maintained. Provide assistance to the Electricians with other tasks such as, construction work, wiring, repairing and maintenance of all electrical installations and appliances on the University campus.		

KEY RESPONSIBILITY AREAS	DESCRIPTION OF KEY RESPONSIBILITY AREAS
INSTALLATION AND MAINTENANCE OF LIGHTING – 55%	- Responsible for ensuring that all installation and maintenance work is carried out on all the various lighting circuits within the University. - Responsible for the replacements of; lamps, ballasts, starters, diffusers, wiring of circuitry, light switches, all light fittings inclusive of emergency fittings, lighting circuit breakers in kiosks and poles for lighting - Required to work on 240-volt circuits on a regular basis. - Required for cable repairs on lighting circuits. - Ensure that the blue route is maintained to a 100% working level. - Required to carry out preventative maintenance such as site inspections of lecture venues, campus lighting, sport lighting and outdoor building lighting ensuring that the replacement of lamps, lighting control gear and fittings takes place regularly when necessary.

KEY RESPONSIBILITY AREAS	DESCRIPTION OF KEY RESPONSIBILITY AREAS
	• Responsible for ensuring that lighting circuits are safe to work on before proceeding with work. • Expected to ensure that all lighting works properly at all times on campus. • Required to carry out work in compliance with OHS Act of 1993 so as to ensure safety of self and users. • Must ensure that installations and maintenance are carried out within the timeframes agreed and within the specifications laid down in the job card. Is expected to complete job cards and document work that has been done. Must also document and report any faults and problems. • Required to use test equipment such as multi-meters, statiscopes and test screwdrivers in order to ensure that lighting circuits are safe to work on. • Required to use the equipment in line with the standards that have been laid down and in accordance with the safety standards laid down. • Not expected to carry out work that requires a qualified electrician as per the OHS Act of 1993 and/or the instruction manuals. • Convert non-LED light technology to LED light technology.
PROVISION OF MAINTENANCE AND REPAIR SERVICES – 25%	• Required to carry out maintenance on all heaters and heater installations including fault finding and replacement of heaters. • Responsible for the replacement of heater components such as switches, elements etc. • Responsible for the repairs to heater circuitry. • Responsible for replacement of socket outlet and isolators. • Required to reset earth leakages when they trip. • Expected to work independently and consult the line manager when there are problems that cannot be solved. • Not expected to carry out work that requires a qualified electrician as per the OHS Act of 1993 and/or the instruction manuals. • Required to undertake work in line with the standards that have been laid down, and in accordance with the safety standards. • Assist the Electrician with repairs and maintenance of all electrical appliances such as stoves and washing machines within the agreed time frames. • Responsible for the installation of remote door bells. • Tasks must be completed within the specifications outlined in the job card as well as within the timeframes discussed and agreed.
NEW ELECTRICAL INSTALLATIONS – 15%	• Assist the Electricians with all new electrical installations, fitting conduit to walls floors and ceilings, pulling wires into conduit, mounting of socket outlets, lighting points and maintenance of all electrical fittings and equipment.

KEY RESPONSIBILITY AREAS	DESCRIPTION OF KEY RESPONSIBILITY AREAS
	Required to complete tasks according to the specifications outlined in the job card as well as within the timeframes discussed and agreed.
GENERAL TASKS – 5%	- Responsible for carrying out trenching in order to access or lay electrical cables or to monitor trenching by part-time workers. - Responsible for general labour tasks including but not limited to carrying, fetching, holding ladders/equipment and cleaning - Responsible for the erection of scaffolding and aerial platforms (only those staff who have been trained and are certified to erect scaffoldings and platforms).

JOB REQUIREMENTS
EDUCATION AND EXPERIENCE N2 (NQF level 3) with approximately 3 years' relevant experience where such relevant experience includes: - - Previous lighting experience including lighting repair work. - Previous experience in general electrical repair work including the use of electrical instrumentation. - Must be able to work from heights i.e. off ladders, scaffolding and aerial platforms. Consequently, the incumbent cannot be afraid of heights. - Must be in possession of a valid driver's license to drive a light motor vehicle. Job incumbents not in possession of valid driver's licence must be prepared to obtain one within the probation period. The cost of the first attempt at doing so will be covered by the Institution. Failure to obtain a valid driver's licence within the probation period could result in the appointment not being confirmed.
COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES The job incumbent is expected to demonstrate the following competencies: - PRACTICAL SKILLS - Knowledge of basic tools used by Electricians and/or Electrical Technicians - Sound knowledge of lighting and lighting repair work - The ability to work practically and within a technical context - Ability to undertake manual excavation tasks efficiently - Ability to work at heights - Willingness to learn new skills with regard to electricity PEOPLE AND COMMUNICATION SKILLS - The ability to read, write and speak English - The ability to communicate in another official language will be an advantage ADMINISTRATIVE SKILLS - Basic Computer literacy: able to work with a word processor, spreadsheets, use the internet and email WORK BEHAVIOURS - Have a strong customer service ethic - Be willing, friendly and helpful - Be hardworking and have a responsible attitude - Willingness to go beyond the call of duty and to work longer hours if necessary

FUNCTIONAL RESPONSIBILITIES
PLANNING (i) What is the longest (macro) period that the jobholder has to plan ahead? 1 to 2 weeks

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

2 to 3 days

ADDITIONAL INFORMATION

None

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Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the Director: P&C or the Senior Manager: Specialist HR Services