



JOB TITLE	Electrician	GRADE	10
POSITION CODES		OFO CODE	
DIVISION	Infrastructure and Operations Electrical Services Section	INCUMBENTS	A Jacobs, D Evans, O Ndinisa, AD Meintjies
SUPERVISOR/MANAGER	Manager: Electrical Services Marshall Koopman	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) – to the JE Committee for noting 05 March 2020 (updated, SR, Dawie and Marshall)

MAIN JOB OBJECTIVE/S
The purpose of the job is to ensure the maintenance of all electrical networks and related equipment including general electrical appliances used in the catering, residence and other divisions.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
FUNCTIONAL AND TECHNICAL RESPONSIBILITIES – 60%	<ul style="list-style-type: none"> • Installation and maintenance of High Tension (11 000 volts) and Low Tension networks. • General maintenance and trouble-shooting works on pump circuits, generator plants, heating plants and related equipment. • Monitoring, fixing and reporting of faults in the substation equipment (e.g. metering) and in buildings, which may involve wiring works and luminaries. • Fixing and maintenance of general household appliances for various units/divisions/institutes. • Carry out switching on low voltage and medium voltage (11kV) networks when necessary.

	<ul style="list-style-type: none"> ● Project work-carry out all facets of wiring up a new installation, testing and issue electrical Certificate of Compliance. ● Take care of and effectively use test equipment and other Rhodes assets in his possession. ● Fixing of industrial, scientific and academic appliances excluding specialist and electronic equipment. ● Responsible for Fire Alarm panel system and Fire Evacuation system maintenance. ● To do electrical maintenance stand by duty as required for the whole campus. ● Ensure that a risk assessment is done and mitigations implemented for each task assigned to her/him and the staff that is allocated under her/him.
<p>ADMINISTRATIVE RESPONSIBILITIES – 10%</p>	<ul style="list-style-type: none"> ● Responsible for keeping and managing own diary of scheduled work. ● Responsible for ensuring that job cards are completed and that the work done is documented and captured. ● Responsible for keeping and updating and inventory of tools - what is available, status and required acquisitions.
<p>STAFF CO-ORDINATION AND SUPERVISION – 30%</p>	<ul style="list-style-type: none"> ● Ensure that appropriate targets/goals are set for staff to support the work of the section. ● Must ensure that staff complete the work that has been assigned to them and that the quality of the work completed by staff meets the standards required. ● Responsible for ensuring that the Health and Safety standards are adhered to. ● Responsible for addressing performance problems with staff and documenting these discussions. ● Address performance issues and problems of an electrical network nature and staff reporting to her/him in keeping with the guidelines laid down by the Institution. ● Report major performance problems and issues of electrical network nature and staff under her/his supervision to the Supervisor/line manager. ● Supervise all staff assigned to her/his task.

- Ensure that all staff assigned to her/his tasks comply with the Rhodes University and legislated health and safety procedures (e.g. OH&S Act).

In the absence of the Senior Electrician, deputize if required.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Qualified Installation Electrician (NQF level 6) plus **at least** 3 years post apprenticeship experience where such experience includes: -

- Be in possession of a valid HV Regs certificate to do MV switching
- Previous experience in light and heavy current voltage systems
- Previous experience in maintaining power sub-stations
- Experience in fault diagnosis, maintenance and repair of general electrical appliances
- Previous experience in installation, maintenance, and repairs of general lighting equipment.
- Previous experience in safety and working within the regulations laid down by OH&S Act
- A valid code B driver's licence
- Must be a registered Electrician as per the Occupational Health and Safety Act
- At least 1 years' in a supervisory or team leader position **OR** be in possession of an RU Supervision Certificate.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

TECHNICAL SKILLS

- Working knowledge of light and heavy current voltage systems
- Knowledge of light and heavy electrical tools and appliances including switchgear, transformers, cable repairs and motor controls
- Knowledge of operational safety regulations and standards including OHSA as well as SANS 10142/1&2 as they relate to the field

PEOPLE AND COMMUNICATION SKILLS

- The ability to speak, read and write English
- The ability to communicate in another official language, will be an advantage
- Good interpersonal skills, willingness and ability to work within a team environment

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email

SUPERVISION SKILLS

- Ability to schedule and allocate work amongst staff on his /her shift
- Ability to motivate the staff of the unit and develop a positive and productive work climate
- Ability to develop the Food Service Staff
- Ability to monitor the quality of work and take steps if the quality is problematic
- Supervisory skills including an ability to run staff meetings, deal with discipline, motivate staff.
- Ability to motivate for change amongst staff and get their commitment to changes proposed

WORK BEHAVIOURS

- Ability to cope with multiple demands
- Ability to take initiative and to work both efficiently and effectively without supervision.

- A good customer service ethic and commitment to deadlines
- Good analytical and problem solving skills
- Flexibility, willingness and ability to work extra hours and learn new things.
- Good planning and prioritisation skills
- The ability and willingness to be on standby

SUBORDINATES

2 x Electrical Artisan Assistants

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i) What is the longest (macro) period that the jobholder has to plan ahead?

2 to 4 weeks

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

Weekly

ADDITIONAL INFORMATION

This post is required to be on standby and as such the incumbent must be able and prepared to be on standby.

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RemChannel Code

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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 HR Director or the Senior Manager: Specialist HR Services