



RHODES UNIVERSITY
Where leaders learn

JOB TITLE	Assistant Manager: Electrical Services	GRADE	13
POSITION CODE		OFO CODE	
DIVISION	Facilities and Infrastructure Electrical Services Section	INCUMBENT	
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	23 May 2023 (HS) Updated 16 March 2024 (HS)

MAIN JOB OBJECTIVE/S

To support the operations of Rhodes University by managing a diverse group of electrical maintenance staff; assume ownership of and commit to accountability for meeting all the objectives of electrical maintenance responsibilities; the maintenance of electrical systems and appliances of varying sizes and complexities by providing electrical power and equipment, offering electrical engineering support and delegating tasks to appropriate staff members. It also ensures that all the electrical systems comply with the appropriate statutory and regulatory electrical and Health and Safety standards.

KEY RESPONSIBILITY AREAS

KEY PERFORMANCE INDICATORS

ELECTRICAL MAINTENANCE – 50%	<p>Assist the Manager: Electrical Services oversee and manage the electrical maintenance in the following areas and ensure that the performance criteria set by Rhodes University are met for: -</p> <ul style="list-style-type: none"> • Kitchen equipment • Laundry equipment • Distribution of equipment, i.e. the equipment in: <ul style="list-style-type: none"> o RU1 and RU2 substations o MV (11000V) Cable network o Mini-substations and substations in buildings including cables, metering, scada, control, protection, Building Management System, etc. o LV distribution networks from the 400V side of the distribution transformer up to the main breaker at the main DB in a building including wiring, DB's, SSO's, single and three phase supplies o Generators o Pumps o Boilers and heatpumps o Metering, and o Scada • Small power, which is the total electrical distribution installation from the main DB throughout a building. • Lighting including emergency lighting inside and on the buildings. • Area or campus lighting.
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	<ul style="list-style-type: none"> • Heaters in buildings. • Doorbells where they are installed or are required. • Fire Alarm Panels
STAFF SUPERVISION – 20%	<ul style="list-style-type: none"> • Ensuring that appropriate structures and processes are in place for staff and aligned to the overall goals/targets for the section in in order to provide the necessary service for the section. • Management of the resources of the section, staff, budgets, facilities, equipment etc. • Assist with the selection, induction and training of staff. • 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 development of staff. • Responsible for addressing performance problems with staff and documenting these discussions. • Performance issues and problems are to be addressed in keeping with the guidelines laid down by the Institution. • Approve leave.

GENERAL TASKS – 10%	<ul style="list-style-type: none"> • In the absence of the Manager, deputise. • Take care of, and effectively use all specialised tools and test equipment placed in the incumbents' care. • Provide adequate training to electrical staff in the use of the specialised tools and equipment. • Electrical switching of networks. • Full authorisation to carry out and control switching on <ul style="list-style-type: none"> ✓ Low tension (400V) networks ✓ High Tension (11000V) networks • Ensure that all CoC's are kept up-to-date. Keep hardcopies of CoC's and upload softcopies of the CoC's to the division website/cloud. • Advise electrical staff and the wider campus community when electrical problems are experienced. • Visit at least 10% representative sample of work done by the electrical staff to ensure compliance with quality and health and safety standards. • Allocate works orders received via the Maintenance Management Software (e.g. Archibus) to the appropriate craftsmen. • Approve and sign maintenance stores requisitions. • Communicate estimated completion times of maintenance requests in the case of laundry and kitchen equipment. • Take monthly meter readings of electrical meters where RU provides electrical power to external parties and forward the reading to the Manager: Finance or her/his representative. • Actively use and keep up-to-date Archibus or any other maintenance management system or software as instructed.
MINOR PROJECTS – 10%	<ul style="list-style-type: none"> • Obtain quotation(s) from external contractors for electrical maintenance or minor projects in line with the Supply Chain Management policy. • Request an order from the Manager: Finance based on the quotation(s) received. Attach all support documentation as required. • Manage and oversee external contractors to achieve deadlines and quality and health and safety expectations. • Ensure that electrical networks handed over to RU meet regulatory and statutory compliance and that CoC's are issued or amended.
HEALTH AND SAFETY – 5%	<ul style="list-style-type: none"> • Ensure the electrical staff receive and wear the appropriate PPE to reduce the risk of injury. • Ensure that housekeeping standards are maintained in the workshop. • Ensure that a Safety File(s) are in place to cover all the activities of the staff in the electrical workshop. • Report all incidents involving staff to the Manager: Electrical Services, Manager: Risk and Compliance and assist with the incident investigation and ensure that the remedial action is implemented. • Ensure that the Electrical Workshop Health and Safety Representative compiles and submits quarterly Health and Safety reports to Manager: Electrical Services.

MANAGING THE TOOL AND EQUIPMENT STORE – 5%	<ul style="list-style-type: none"> • Coordinate staff that issue and maintains all tools and equipment. • Verify monthly inventory checklists completed by the staff responsible for the issuing of the workshop tools and take the necessary steps to recover the cost of any missing tools, to take disciplinary action where tools or equipment had not been returned. • Ensure that all inspection registers are up-to-date in line with the Health and Safety requirements. • Ensure that tools and equipment that were identified for repairs, calibration and servicing are available for use in the shortest possible time. • Motivate to the Manager: Electrical for the purchase of new equipment/tools and/or the writing off of equipment/tools. • Manage and oversee the use of the electrical workshop vehicles in line with the appropriate policy directives.
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JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Grade 12 or equivalent (NQF level 4) and a Qualified Electrician (i.e. has passed the electrician trade test – NQF level 3) and registered as an Installation Electrician with the Department of Labour plus approximately 6 years' relevant experience where such experience includes: -

- 3 years previous management experience of a large team
- Previous LV experience
- Previous MV installation, maintenance and switching experience will be an advantage. Within 12 months of appointment, the appointed candidate will have to pass the HV Regs course and test and be declared competent to do maintenance and switching on the RU MV network by an independent assessor.
- Previous kitchen and laundry equipment experience including lighting repair work will be an advantage
- Previous experience in general electrical repair work including the use of electrical instrumentation
- Must be able to work at heights i.e., off ladders, scaffolding, and aerial platforms. Consequently, the incumbent cannot be afraid of heights.
- Must be in possession of a valid code 08 driver's license
- Must have an up-to-date Occupational Medical Health Certificate or be prepared to undergo the examination prior to an offer being extended (the Occupational Medical Health Certificate is a legislative requirement and is therefore also a job requirement on an ongoing basis)
- Renewable energy and standby power systems experience will be an advantage
- Working in a Higher Education environment will be an advantage
- A Supervision qualification will be an advantage
- Registration as a Master Installation Electrician with the Department of Labour will be a distinct advantage.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

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

TECHNICAL SKILLS

- Knowledge of basic tools used by Electricians and/or Electrical Technicians
- Sound knowledge of lighting and electrical installations in building, 11000V and 400V distribution networks
- The ability to work practically and within a technical context
- Ability to work at heights
- Willingness to learn new skills regarding 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

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

- Able to allocate jobs and monitor and evaluation work done using maintenance electronic software (for example but not limited to Archibus)

SUPERVISION SKILLS

- Ability to schedule and allocate work amongst staff
- Ability to motivate the staff and develop a positive and productive work climate
- Ability to develop the staff
- Ability to monitor the quality of work and take steps if the quality is problematic
- Ability to motivate for change amongst the members and get their commitment to changes proposed

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
- Work independently

SUBORDINATES

Yes - 15 staff

FUNCTIONAL RESPONSIBILITIES

PLANNING

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

Annual

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

1 to 2 months

ADDITIONAL INFORMATION

FOR HR USE ONLY - TO BE COMPLETED BY HR

RemChannel Code

601

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

