



**DEMERARA HARBOUR BRIDGE CORPORATION  
NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>ELECTRICAL TECHNICIAN</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>SENIOR ELECTRICAL ENGINEER</b>	<b>GRADE:</b>	<b>04</b>
<b>DEPARTMENT:</b>	<b>-</b>	<b>SECTION:</b>	<b>ELECTRICAL</b>

<b>SUMMARY STATEMENT</b>	Responsible for testing, installation, maintenance and repair of electrical equipment and systems as well as for adjusting, calibrating, aligning and modifying circuitry and components and recording effects on unit performance.
<b>D U T I E S  R E Q U I R E D  T O  F U L F I L L  J O B  R E S P O N S I B I L I T I E S</b>	<b>DESCRIPTION OF DUTIES:</b>
	<b>PREPARES</b> requisition forms for stores for tubes, electrical wires and equipment.
	<b>SERVICES</b> air condition units, bridge lights, printers, copiers, generators, automatic transfer switch panels, retractor span controls, scales, phone lines, navigation lights, and tower lights for both the <b>Demerara Harbour Bridge</b> and the <b>Asphalt Plant</b> .
	<b>REPAIRS</b> electrical components of company vehicles and equipment. <b>INSTALLS</b> electrical components and equipment in new buildings.
	<b>OPERATES</b> bench lathes, drills, or other machine tools to fabricate parts, such as coils, terminal boards, and chassis.
	<b>READS</b> and <b>INTERPRETS</b> circuit diagrams and consults technical manuals and other sources as necessary to obtain information on characteristics of electronic equipment and fixtures.
	<b>ASSEMBLES</b> equipment components and <b>INSTALLS</b> equipment according to specifications. <b>MONITORS</b> equipment performance and dismantles equipment where applicable.
	<b>INSPECTS</b> cable junctions.
	<b>TROUBLE SHOOTS</b> irregularities by testing units and components and correlating test results with manufacturer's specifications. <b>MAINTAINS</b> equipment and testing instruments to established standards.
	<b>PREPARES</b> daily reports on repairs and service work carried out on the eastern and western retractor span. <b>PREPARES</b> weekly reports on repairs and servicing of Generators.
<b>FOLLOWS</b> safety policies, procedures and rules.	

The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

## QUALIFICATIONS PROFILE

JOB TITLE: Electrical Technician		
FACTORS		SUBSTANTIATING DATA
1	<b>EDUCATION</b>	Technical Certification in Electrical Engineering obtained at the Government Technical Institute or similar institution with up to four years' experience.
2	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Ability to set up standard test apparatus or devises test equipment and circuitry to conduct functional, operational, environmental, and life tests to evaluate performance and reliability of prototype or production model. Demonstrated ability to perform a wide range of assignments and resolve a wide range of problems.
3	<b>TECHNICAL/ PROFESSIONAL</b>	The incumbent is requires advanced skills and expertise to read and interpret conceit diagrams and consult technical monitors and consult other sources to obtain information on characteristics of electronic equipment and to troubleshoot irregularities by testing units and components and correlating test results with manufactures' specifications.
4	<b>PROBLEM SOLVING/ DECISION MAKING</b>	The Incumbent's decisions are related to the specific operational procedures, processes and activities necessary to satisfy the achievement of targets set, and quality standards. Must be able to identify issues and make corrective measures to fix problems with electrical components.
5	<b>INTERPERSONAL SKILLS</b>	Contacts are with employees in Departments/ Sections. Contacts outside of the Harbour Bridge may deal with routine queries or exchanges of information.
6	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for assisting professional staff with development, testing, installation, maintenance and repair of electrical equipment and systems as well as for adjusting, calibrating, aligning and modifying circuitry and components and recording effects on unit performance.
7	<b>PROCEDURES/ REGULATIONS/ COMPLIANCE</b>	Specific detailed instructions are adhered to with respect to labour and assembly procedures and problems with Electrical Engineer. The Incumbent must draw sketches to clarify design. The details and functional criteria of electronic units.
8	<b>TEAMWORK</b>	The Manager/Supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions. The employees work as instructed. The Manager/Supervisor checks progress and reviews completed work for accuracy, adequacy, adherence to instructions and established procedures.
9	<b>WORKING ENVIRONMENT/ SAFETY OF OTHERS</b>	The Incumbent can be found working inside and outside with exposure to hazardous conditions, equipment and situations which require special safety precautions. Employee must wear safety attire often such as goggles and protective clothing or gear. Works with wires, using hand tools and handling small components requiring manual dexterity. Works with electricity that could potentially produce cuts or burns. Need to get into awkward positions when working in cramped work places.