



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

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| JOB TITLE: | Electrical Technician 1 | LOCATION: | HEAD OFFICE |
| REPORTS TO: | ELECTRICAL FOREMAN | GRADE: | - |
| DEPARTMENT: | MAINTENANCE | SECTION: | ELECTRICAL |
| SUMMARY STATEMENT | 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. | | |
| D U T I E S R E Q U I R E D | J O B R E S P O N S I B I L I T I E S | DESCRIPTION OF DUTIES: | |
| | | <p>SERVICES 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 Demerara Harbour Bridge.</p> <p>REPAIRS electrical components of company vehicles and equipment. INSTALLS electrical components and equipment in new buildings.</p> <p>OPERATES bench lathes, drills, or other machine tools to fabricate parts, such as coils, terminal boards, and chassis.</p> <p>ASSEMBLES equipment components and INSTALLS equipment according to specifications. MONITORS equipment performance and dismantles equipment where applicable.</p> <p>INSPECTS all electrical infrastructures, facilities, machines, and equipment and REPORTS identified defects.</p> <p>PERFORMS general housekeeping and clean-up of the worksite.</p> <p>FOLLOWS safety policies, procedures, and adherence to health, safety, and environmental rules.</p> | |
| 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 1 | | |
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| FACTORS | | SUBSTANTIATING DATA |
| 1 | EDUCATION | Technical Certification in Electrical Installation obtained at the Government Technical Institute or similar institution with up to two years experience. |
| 2 | EXPERIENCE/Job KNOWLEDGE | Ability to set up standard test apparatus or devise 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 | TECHNICAL/ PROFESSIONAL | The incumbent is requiring 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 | PROBLEM SOLVING/ DECISION MAKING | 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 | INTERPERSONAL SKILLS | Contacts are with employees in Departments/ Sections. Contacts outside of the Harbour Bridge may deal with routine queries or exchanges of information. |
| 6 | RESPONSIBILITY FOR MATERIALS, CASH, ETC | 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 | PROCEDURES/ REGULATIONS/ COMPLIANCE | 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 | TEAMWORK | 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 | WORKING ENVIRONMENT/ SAFETY OF OTHERS | 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 workplaces. |
| LICENCES: | | |