

Document A

POSITION DESCRIPTION

Position Title:	Executive II (Electrician)
Reports to:	Chief Technical Officer
Pay Grade:	CLA Grade 4 - Executive II
Department:	Technical Office

Job Summary

The Electrician shall plan, install, and repair electrical power systems in Estates, Offices, Parks, Hubs and public spaces administered by INDIS Malta. Their main duties include planning the layout of electrical wiring, diagnosing electrical problems, and conducting general electrical maintenance.

Description of main tasks

Duties

- Surveying sites where electrical systems are installed.
- Drafting electrical installation plans and technical diagrams.
- Installing, maintaining, modifying, and repairing all electrical systems in Estates, Offices, Parks, Hubs, and public spaces administered by INDIS Malta.
- Assembling/Modifying/Shifting and Installation on site, certification, and filling of ARMS application form for temporary installations as required. Both Single Phase and Three Phase supplies.
- Certifying electrical systems as necessary.
- Ensuring that electrical systems adhere to the national electrical safety standards and regulations and I.E.E Regulations.
- Supervising ongoing electrical system installations and providing technical expertise to installation teams where needed.
- Using blueprints, wiring diagrams and manufacturer's installation manuals to complete projects.
- Completing work orders and recording materials that are used on the job whilst recording necessary materials.
- Identifying electrical problems and repairing them.
- Advising the company's management when to replace aged electrical equipment to prevent hazards.
- Conducting general electrical systems maintenance and troubleshooting electrical issues with testing

equipment.

- Ensure that all maintenance works are carried out according to the instructions manual/procedures and guidelines given to keep equipment operating at the best levels of efficiency.
- Assists other technical persons within the technical unit and contractors alike in the preparation of technical documentation as directed.
- Electrical and water meter readings when required as directed by the Engineering Department.
- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by the Management.

Consultation

- Consults with the Chief Technical Officer and/or any other designated person in resolving issues and problems.

Self-Improvement

- Keeps up to date with new trends, instruments, and methodologies in relation to Legislation and Regulations that could potentially impact INDIS Malta Ltd. goals, objectives and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

Other

- Performs any other job-related duties as necessary or as assigned.

Supervision Received

- Reports directly as necessary and depending on the nature of the task to the Chief Technical Officer and/or any other designated person/s.

Working Conditions

- Normal office hours but may be required to work outside office hours to meet deadlines.

Qualifications / Experience / Skills

Qualifications & Experience

- O-levels Certification or relevant qualification in technical or industrial subjects (MQF Level 3) and four (4) years' experience performing duties as an electrician.

OR

- Relevant qualification in technical or industrial subjects (MQF Level 4) and two (2) years' experience performing duties as an electrician.

Licence

- Be in possession of Electricians' Licences A & B and preferably have substantial experience in installation and maintenance of low and medium voltage electrical installations as well as experience on control systems and instrument calibrations.
- Be in possession of a valid driving license B.

Skills

- High Technical Skills and Competencies
- Good written and verbal communication in Maltese and English
- Ability to show initiative and work with minimum supervision
- Ability to multi-task under tight deadlines
- Attention to detail and accuracy
- Drafting Skills
- Analytical, evaluative, and problem-solving abilities