



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Electrical Supervisor		
<b>Department:</b>	Public Works Department	<b>Section:</b>	Property & Municipal
<b>Reports to:</b>	Operations Manager (Responsive)		
<b>Grade:</b>	Falkland Islands Government Grade – E1		
<b>Job Purpose</b>			
To supervise and instruct the department's electricians in carrying out their duties in maintaining all electrical equipment and appliances to Government buildings and housing within FIG.			
<b>Job Facts &amp; Figures:</b>			
3 staff reporting directly. Responsible for maintenance and repair works undertaken by staff on plant individually valued up to £1m.			
<b>Main Accountabilities:</b>			
<ul style="list-style-type: none"><li>• Supervise works and maintain electrical services throughout all Government Properties.</li><li>• Ensure efficient day to day management of the electrical workshops.</li><li>• Motivate and control staff to ensure the department's high standards are adhered to and commitments achieved.</li><li>• Conduct fault finding and analysis of electrical plant and equipment within Government buildings and installations.</li><li>• Co-ordinate and participate in the section's apprenticeship training scheme ensuring that the scheme's high standards are maintained.</li><li>• Supervise the maintenance and installation of the Sewer Pumps Stations and Bio-Disc around Stanley.</li><li>• Inspect, test and commission electrical works, and to the current edition of the IET Wiring Regulations (currently 17-18 Edition) for Electrical Installations as required by the Operations Manager (Responsive and Projects).</li><li>• Provide and co-ordinate a 24 hour call-out service for faults occurring on the distribution systems.</li></ul> <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>			



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<b>Additional Information:</b>	
<p>The post holder must be prepared to work overtime if required to complete schedule of works or tasks, and may be required to spend some time away from home on East or West Falkland to carry out servicing, maintenance or repairs of properties.</p> <p>Safe working practices are applied when working on Pumps Stations and other electrical plant rooms, and must be adhered to.</p> <p>As the senior electrician, the instruction and motivation of apprentices is your responsibility.</p> <p>Identifying and implementing design improvements to a wide variety of electrical plant and electrical control panels, resulting in improved reliability is also expected.</p>	



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<b>Person Specification:</b>	Electrical Supervisor		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
City & Guilds 2365 Course Level 2 & 3 Diploma	✓		A
Must hold a valid driving licence or have the ability to obtain one within a short period of time (e.g. 6 months)	✓		A
<b>Knowledge, Skills and Experience:</b>			
10 years post apprenticeship experience	✓		A
Good written communication skills	✓		A
Basic computer skills	✓		A
Good technical knowledge on electrical control panels to Central heating systems	✓		I
Good understanding of electrical installation and maintenance practice and procedures	✓		I
Good interpersonal skills in dealing with the public	✓		I/R
Understanding of electrical diagnostic procedures		✓	I
Experience of supervising staff, leading a team and preparing written procedures		✓	I
Demonstrates understanding of appropriate control of resources		✓	I
<b>Personal Attributes:</b>			
Ability to instruct others and enforce safe working practices	✓		I/R
Ability to analyse situations under pressure and act accordingly	✓		R
Reliable	✓		R
Ability to lead by example	✓		R
Capacity to work flexible hours and act as the first point of contact for on-call officer	✓		I
Ability to undertake other electrical work as required by the department	✓		I/R

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference