



## **ROLE DESCRIPTION: ELECTRICIAN**

**MISSION STATEMENT** : Leading a change to a globally competitive market

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**REPORTING TO:** Electrical foreman/Team Leader Electrical

### **PURPOSE OF THE JOB:**

The position carries out task to ensure regular safe power supply to the household and factory through regular monitoring and maintenance of electrical equipment in line with standard operating procedure.

It also ensures that a continuous operation of the station is maintained and attends to all electrical problems in the stations in line with standard operating procedure.

**1.1 DIRECT REPORTS:** None

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## **DUTIES AND RESPONSIBILITIES**

### **LEADERSHIP**

- Understand and take ownership of FSC's Vision, Mission and Values and ensure all work performed is aligned to it.
- Immediately report any issues that may require corrective actions and require disciplinary action to Team Leader Electrical
- Ensure company assets and properties are protected at all times and immediately report any damage or abuse to Management.

### **FINANCE**

- To be cost conscious and comply to cost effective strategies at all times as directed by Supervisors
- All work and materials suggested to be ordered by Supervisor are of required quality and cost effective.
- Minimize wastage of materials at all times.

### **OPERATION**

- Safely and effectively monitor, maintain and service:
  - domestic wiring and appliances
  - domestic and industrial transmission and distribution equipment and accessories

- low voltage, medium voltage and high voltage switch gear, equipment, appliances and accessories
  - indicators, safety switches
- Carry out daily morning inspections, identify prospective problem areas, note down for further attention
- Safely attend to any major breakdowns when required
- Rewind single and 3 phase motors
- Ensure the general cleanliness and safety and effectiveness of all electrical equipment
- Maintenance of diesel generators on stand-by and servicing works in the workshop:
  - motor servicing
  - starter servicing
  - drilling machines
- Provide and attend training when required
- Perform any other duties required by the supervisor

## **COMPLIANCE**

- Primary responsible and accountable for his own safety while at work
- Ensure he do not knowingly put their fellow workers at risk while at work
- Adhere to and ensure compliance to operation procedures and safe work procedures.
- Adhere to and ensure compliance Health and Safety and Environment legislative requirements
- Adhere to and ensure compliance to responsibilities under OHS Management System manual
- Adhere to and ensure compliance to all the Corporation's policies and procedures such as Time and Attendance, HR, Training, PPPM etc
- Adhere to and ensure adherence to Corporation's Values, Code of Conduct and Code of Business Conduct at all times.

## **3.0 JOB DIMENSIONS**

No. Of Staff Controlled: - N/A

Budget Controlled- N/A

Financial Authority- No Authority

## **4.0 KEY REQUIREMENTS OF THE POSITION**

### **Qualification:**

- Minimum or equivalent to form 6 pass with minimum basic electrical knowledge and be analytical, team player, able to handle work under pressure.
- At least Trade Certificate in Electrical Engineering or equivalent.
- Must be able to work with minimum supervision

### **Experience:**

- At least 5 years of work experience in a similar environment with good knowledge about  
Job description – The Fiji Sugar Corporation Limited – ELECTRICIAN

Operation's in the factory.

- Must have sound knowledge of all aspects of the mill operations

**Skills, Knowledge and Competencies:**

- Is a team player who is able to work with cross section of staff.
- Self starter who should be able to work with minimum supervision
- Conversant with all aspects of mill operation

**5.0 KEY PERFORMANCE INDICATORS (To be reviewed)**

KEY PERFORMANCE INDICATOR	Target	Overall KPI Weighting
1. Efficient Maintenance (quality, on time)/Plant Availability	100%	60%
2. OHSE Compliance	100%	20%
3. Budget Compliance	100%	20%

**6.0 JOB ENVIRONMENT**

- Workplace Location – Workshop, Factory & Residential Compounds
- 44 hours per week
- 18 days annual leave
- Sick Leave as per FSTU Agreement (or as per contract)

**7.0 DOCUMENT APPROVAL**

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**(Insert Employee Name and No.)**

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**Name of Mill HRO**

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**Signature**

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**Signature**

**Date:.....**