



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Electrical Engineer
JOB GRADE:	SOG/ST 7
POST NUMBER:	27442
DIVISION/BRANCH:	Corporate Services Division/Health Facilities Maintenance Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Health Facilities Maintenance
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Health Facilities Maintenance, the Electrical Engineer is responsible for providing specialist assistance to the regions on preventative and corrective maintenance of electrical generating and distribution systems and equipment, planning of electrical systems for growth and expansion of the health sector.

In addition, to develop standards and procedures for the maintenance of electrical systems and equipment in the public health sector to ensure safety, reliability and cost effectiveness.

2. KEY OUTPUTS (Results, Deliverables)

- Standards and procedures for the maintenance of electrical systems and equipment developed;
- Complex diagnosis of electrical equipment performed;
- Pre-acceptance inspections of electrical equipment conducted;
- Electrical equipment being considered for purchase evaluated and recommended;
- Audits of Regional Maintenance Systems conducted;
- Technical advice provided;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)**A.) Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Branch;
- Prepares individual work plan;
- Prepares monthly management report on activities undertaken.

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B.) Technical/Professional Responsibilities;

- Participates in the formulation of maintenance policies and plans for the Ministry of Health and the Regional Health Authorities;
- Participate in the establishment of operating guidelines for the Regional Maintenance Units;
- Develops standards and procedures for the maintenance of electrical systems and equipment in the public health sector to ensure safety, reliability and cost effectiveness.
- Provides technical advice, codes and standards for electrical generating and distribution systems and equipment used in health care facilities in the public sector;
- Collaborates with the Director, Project Planning and Implementation to ensure that electrical systems, equipment/machines used in the government health sector are standardized to facilitate cost effective maintenance;
- Monitors the reported preventive and corrective maintenance data for power systems and equipment as entered by the Regional Maintenance Units on the Maximo Maintenance Management System and make assessments as to condition, performance and the application of accepted maintenance standards;
- Performs complex diagnosis of electrical equipment failures and system problems in response to requests from the Regional Health Authorities. Solicit assistance locally or overseas as necessary;
- Plans electrical systems to meet the projected demand based on expansion of the health service;
- Evaluates and make recommendations regarding electrical equipment being considered for purchase giving consideration to each model's performance ranges, the operational capabilities of the users involved and the frequency of use;
- Performs pre-acceptance inspections of electrical equipment and develop preventive maintenance procedures on newly acquired equipment;
- Conducts audits of Regional Maintenance Systems to determine if maintenance procedures relating to electrical systems and equipment are being adhered to and standards met. Take action to avert problems that are indicated

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and monitor outcome;

- Provides expert advice to Senior Management on all matters pertaining to electrical systems and equipment;
- Maintain contact with major manufacturers and agents of electrical equipment;
- Develops innovations to keep the maintenance costs for electrical systems and equipment to a minimum while ensuring safety and reliability;
- Collaborates with the Bio-Medical, Civil and Electro-Mechanical Engineers in the establishment of a library of manufacturer's resource material, current manuals and periodicals on electrical equipment/machines for training and reference purposes;
- Maintains professional growth and development through professional affiliations, conferences, manufacturers' seminars, internet correspondence to keep abreast of the current information, norms, standards, practices and development in the field of electrical engineering;
- Participates on committees, attends meetings relating to the maintenance of buildings and facilities.

C.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Health Facilities Maintenance.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Maintenance standards and procedures for electrical systems and equipment developed in accordance with established guidelines;
- Complex diagnosis of electrical equipment performed in keeping with established standards;
- Pre-acceptance inspections of electrical equipment conducted in keeping with established guidelines and standards;
- Electrical equipment being considered for purchase evaluated and recommendations made within a specified time;

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- Audits of Regional Maintenance Systems conducted within a specified timeframe;
- Technical advice provided are technically sound and timely;
- Reports submitted are accurate, comprehensive and prepared in a timely manner.

INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Corporate Services	Matters relating to maintenance of electrical systems equipment/machines in the Ministry
Director, Health Facilities Maintenance	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Project, Planning and Implementation Unit	Matters relating to acquisition of electrical systems, equipment/machines
Director, Standards and Regulations	Matters relating to the establishment of maintenance standards
Regional Health Authorities – Regional Directors, Directors, Operation and Maintenance	Matters relating to monitoring and maintenance of electrical systems and equipment

ii) External Contact

Contact	Purpose of Communication
Bureau of Standards	Matters relating to establishment of standards for electrical systems and equipment/machines
Suppliers/distributors	Electrical and Bio-Medical supplies
Professional Association	Keep abreast of current standards in the field

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;

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- Good decision-making and critical thinking skills;
- Good leadership skills;
- Strong analytical and problem solving skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- In-depth knowledge of electrical distribution and generating systems;
- In-depth knowledge of Jamaica's Electrical Codes;
- Broad based knowledge of international standards/requirements for electrical equipment;
- Expertise in Maintenance Management;

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- In-depth knowledge of management principles and practices;
- Working knowledge of Maximo Maintenance Management System or other Maintenance Management software application;
- Knowledge of Jamaican Buildings Codes.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Electrical Engineering;
- A minimum of three (3) years experience at the level of a Head of an Electrical Engineering Department;
- Any equivalent combination of qualification and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

9. AUTHORITY TO:

- Conduct audit inspections of electrical systems and equipment in the regions;;
- Recommend the purchase of new electrical equipment;
- Recommend the continued use/retirement of electrical equipment based on information from the Maximo System or other sources.

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10. WORKING CONDITIONS

- Normal office conditions;

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