

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Line and Phoenix Island Development</b>		
<b>2. Position Title: Electrical Tradesman</b>	<b>3. Salary Level: L17-16/15-14/13</b>	<b>4. Division: Electrical</b>
<b>5. Reports To: Leading Hands, Foreman, Superintendent, &amp; Energy Planner</b>	<b>6. Direct Reports: Electrical Assistant</b>	
<b>Primary Objective of the Position:</b> Efficient and smooth electrical network system for both High Voltage and Low Voltage on Kiritimati.		

<b>7. Position Overview</b>	
<p><b>8. Financial:</b></p>	<p><b>10 Legal:</b></p> <ul style="list-style-type: none"> <li>- Highly versed with the National Condition of Service (NCS) and energy related policies and regulations</li>   <li>- Highly versed with the manual operations for the Electrical Network system.</li>   <li>- Occupational Health &amp; Safety</li>   <li>- Highly versed with the AS/NZS Wiring Rules 3000:2018, &amp; Australian/New Zealand Standard AS/NZS 3017:2007 (Electrical installations – Verification guidelines)</li> </ul>
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>a. Electrical Unit staff</li> <li>b. Power Unit Staff</li> <li>c. MLPID staff</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>a. To seek Operational Approval from Electrical Network technicians Leading Hands, Foreman and Superintendent</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>a. Electricity customers</li> <li>b. Private Concern Agencies</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>a. Taking instructions from the Electrical Network Technician</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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b. Any queries or matters beyond his/her authority or outside his/her portfolio		
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>• Carry out electrical distribution line operation and maintenance</li> <li>• To carry out maintenance on MLPID government quarters</li> </ul>	<ul style="list-style-type: none"> <li>i) Under the instructions provided carry out distribution of electrical lines</li> <li>ii) To assist to undertake full repair and maintenance on HV, LV, transformers, pole lines, solar PVs and streetlights in line with the instructions provided during the KIESP training and manual provided</li> <li>iii) Instant Report and Seek guidance/advice from the Electrical Network technician or Leading Hands, &amp; Foreman if problems arise</li> <li>iv) To carry out installation and maintenance that comply with Australia &amp; New Zealand Wiring Rules Standards (AS/NZS 3000:2018)</li> </ul>	<ul style="list-style-type: none"> <li>- Measured improved performance of electrical distribution lines networks.</li> <li>- Improved control and management of HV. LV, transformers, and streets lights</li> <li>- Completion of maintenance in line with schedule</li> </ul>
	<ul style="list-style-type: none"> <li>v) To work with risk assessment documents provided by the Supervisor before carrying out all tasks.</li> <li>vi) To ensure all PPE are required on the job</li> <li>vii) To assist to undertake housekeeping around pole lines and distribution boxes every month acquired on the maintenance schedule.</li> <li>viii) To assist during power outages and report on</li> </ul>	<ul style="list-style-type: none"> <li>- To analyze electrical and mechanical hazards and their performance measure</li> <li>- To withstand occupational health &amp; safety in the workplace</li> <li>- To minimize risks in the workplace</li> </ul>

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	<p>any issues.</p> <p>ix) To assess or test new wiring buildings that comply with Australian/New Zealand Standard AS/NZS 3017:2007 (Electrical installations – Verification guidelines)</p> <p>x) Responsible for the safety of all staff and customers in a work zone</p> <p>xi) To assist in overhauling &amp; repair of generators if faults arise &amp; report on any issues.</p> <p>xii) To assist on MLPID housing electrical maintenance &amp; repair.</p>	<ul style="list-style-type: none"> <li>- To minimize electrical hazards &amp; risk that can cause electric shock, fire and explosion for new wired buildings.</li> <li>- To maintain a stable voltage output of the network system.</li> </ul>
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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> <li>• Working under pressure during times of power outages</li> <li>• Identifying and resolving technical problems as required. May need to work extended hours from time to time in need for full overhaul of generators and solar panels</li> <li>• Carry out tasks without supervision.</li> </ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Form 5 Certificate,</b></p> <p><b>Experience:</b></p> <hr/> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>- <b>Knowledge</b></li> <li>- Demonstrate knowledge in maintenance of High Voltage &amp; Low Voltage transformers and streets lights facilities</li> <li>- <b>Skills:</b></li> <li>- Technical skills in Electrical Distribution lines</li> <li>- Good communication.</li> <li>- Teamwork</li> <li>- <b>Attributes:</b></li> </ul>

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|  | <ul style="list-style-type: none"><li>- Ability to work well with others</li><li>- Follow Instructions</li></ul> |
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