



JOB DESCRIPTION

Position Title:	Assistant Electrician	Division:	Port Operations
Salary Grade:	Grade 2: \$12,483 - \$14,653	Salary:	\$12,483 per annum
Reports to:	Principal Electrician	Location:	Main Office
Review by:	CSD & Port Operations, V.1	Date:	

OVERVIEW:

This post reports directly to the Principal Electrician, and assist the maintenance of all electrical systems at ports and main office. The role involves assisting with installation, monitoring and maintenance works to ensure functionality and safety at all times.

DUTIES & RESPONSIBILITIES

1. Assist the installation, maintenance and repair of electrical control, wiring and lighting systems at ports and main office.
2. Assist in inspecting and testing electrical systems for safety and compliance with codes/regulations.
3. Provides support in attending to electrical faults promptly and assists in implementing solutions.
4. Assist to prepare internal requisitions (IR) for electrical orders and obtaining quotes.
5. Reads electrical meters and submit readings for billing calculations.
6. Assists in report writing on faults and provides input for repair recommendations.
7. Maintains records of electrical tools, equipment and works carried out.
8. Liaise with external electrical partners when required.
9. Assist with servicing port lights, reefer connections, generator and other electrical equipment.
10. Understands principles and basics of electrical work.
11. Any other duties as assigned by the AGM Port Operations and/or General Manager, from time to time, pertaining to the post.

Skills and Abilities

1. Good time keeping skills and the ability to work in adverse weather conditions.
2. Good written and verbal communication skills in both English and Samoan.
3. Flexible approach to working on different sites.
4. Familiarity with safety standards and electrical codes.
5. Ability to work at heights and lift items less than 20kg.

Personal Attributes

1. Must be honest when carrying out duties and responsibilities



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2. Must act and behave with the right attitude at all times
3. Must be polite, respectful and considerate to everyone
4. Must be able to apply skills and competencies to complete a task within time and uphold transparency and accountability at all times

Work Experience

1. At least 1 year practical work experience.

Qualification & Certification

1. PSET Certificate in Electrical from a recognized institution.