



Job Description

Position Title	Assistant Manager (Electrical)
Job Grade	M3
Department	Mechanical, Electrical, and Plumbing Department
Reporting To	Head of Mechanical, Electrical, and Plumbing (MEP)
Date	December 2015
Type of Position	Full Time

POSITION DESCRIPTION

Incumbent will support and assist Head of MEP in the execution of planning activities pertinent to his area of responsibility. He will maintain equipment to the highest level and ensure required job is completed within the stipulated time in the most cost effective manner and without compromising quality.

DUTIES AND RESPONSIBILITIES

1. Timely responses on breakdown maintenance requests and bringing back equipment to up and running condition to perform desired function.
2. Planning and execution of Planned Preventive Maintenance; Health check of equipment; regular inspections etc.
3. Optimum utilization of resources that include human, equipment and spares & consumables.
4. Good command and control over staff working under him.
5. Ability to promptly respond to emergencies or urgent issues.
6. Good liaison with other departments like purchase, finance and other MEP departments, as well as internal customers.
7. Maintaining and update record that is easily traceable and retrievable at any given time. Assist the Head of MEP in transforming data into information to gauge performance and using in KPIs.
8. Inculcate staff in abiding by the health and safety guidelines and adhering to requirements.
9. Ability to critically supervise Contractor driven tasks and immediately take action in case of breach to the contract agreed terms & conditions and follow-up on deficiencies.
10. Assist and support Head of MEP during budget preparation exercise for his area of responsibility.
11. Plan and order essential spares to remain in stock in the store for breakdowns and emergencies.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Minimum Diploma in Electrical
Required Experience	Minimum 2-year experience in similar/related field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Good communication skills	Medium
2.	Excellent computer skills	High
3.	Leadership qualities	Medium
4.	Analytical skills	Medium

Revision Date	December 2015	Version	1.0
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