

GPL-SCE-JMA/1	OUTPUT FOCUS JOB DESCRIPTION		SYSTEM CONTROL & ENGINEERING SERVICES DEPARTMENT
Position: Senior Engineer – Specialized Equipment and Maintenance	Grade: JM A	Incumbent:	Reports To: Specialized Equipment and Substation Maintenance Manager
Manages: Specialized Equipment Engineers/Specialized Equipment and Transformer Maintenance Engineer/Senior Clerk Specialized Equipment			

JOB PURPOSE: Responsible for the effective management of the Distribution transformer testing/repairs, Specialized Equipment Maintenance and repairs, Distribution Transformer Maintenance, Capital Job and Emergencies, Substation Maintenance and Berbice and Central Operations.

KEY OUTPUTS:

- Monthly report
- Annual Budget
- Weekly report
- Request for isolations
- Annual Work Plan
- Transformer estimates
- Safety Manual
- Quality Management Procedure
- Annual Appraisal
- Performance Plan
- Risk Register
- Performance tracker
- Procurement Tracker

KEY RESPONSIBILITY AREAS:

1. Manage the day-to-day operations of the various sections assigned in the Specialized Equipment and Maintenance Department as indicated by detailed schedule or direct instruction.
2. Ensure that all statutory safety codes, rules, regulations, and environmental management guidelines are strictly adhered to.
3. Prepare Monthly reports as are required by the 5th day of following month to track and analyze the productivity of the Electromechanical Section
4. Orient, mentor and coach subordinate staff in an effort to aid their development of the requisite job skills.
5. Advise staff on all aspects of testing of High and Medium Voltage Equipment, their uses and operation
6. Implement new technology as is available to improve the efficiency of operation of the Specialized Equipment and Maintenance Section.
7. Ensure that an adequate stock of spares of all components across the various substations and power stations, and other materials deemed necessary to ensure that the supply electricity is not unduly affected by the lack thereof.
8. Ensure that all staff understand and work in accordance with the quality operational procedures and safety measures that apply to their area of work.
9. Ensure that all planned Maintenance schedules and requirements are communicated to the relevant department and stakeholders in the established required times.
10. Host meetings regularly with subordinate staff individually or in groups as may be necessary in an effort to maintain a harmonious work environment, while improving production and productivity.
11. Administer and dispense discipline in keeping with the Disciplinary Policy / Procedure.
12. Conduct constant gap analysis to identify short comings and deficiencies in the staff and device plans to narrow these gaps.
13. Prepare annual budget and maintenance programmes, establish and update records of the system, ensuring that these reports and records are done in accordance with the departments Quality Management procedures.
14. Review safety manual to ensure that provisions are made for adequate safety practices and exercises in relation to the evolving needs for the Section to provide essential services to the Power sector.
15. Ensure that All Quality Management procedures are regularly updated and circulated to staff as is required.
16. Complete annual staff appraisals and submit same within required timelines.
17. Complete performance plan, monitor and update same as is deemed adequate in fulfilling the requirements of the Section.
18. Maintain and manage an effective asset management platform that provides effective monitoring and accountability for all components, tools and Equipment that fall under the blanket of responsibility of the section.
19. Perform all additional duties that may be assigned and is within the scope of employment by an authorized officer.

Required Competencies

Core/ Leadership	Skill Level & Importance		Description/Behaviours
Adaptability and Managing Change	2	M	<ul style="list-style-type: none"> Helps others adapt to a changing work environment and to embrace change Promotes the benefits of a proposed change Develops plans and prioritizes resources to effectively implement change Takes personal responsibility for putting new knowledge or skill to practical and/or innovative use on the job Takes steps to learn about the change Works well with new and diverse individuals or groups
Applying Learning	2	M	<ul style="list-style-type: none"> Recognizes how prior knowledge and skills apply to complex or new circumstances. Applies acquired knowledge quickly and appropriately on the job. Improves skill through practice and application.
Communication	1	H	<ul style="list-style-type: none"> Elicits ideas, comments or feedback on what has been said. Asks questions to clarify and confirm information to ensure common understanding. Actively listens and seeks to understand by getting the facts and pertinent information. Clearly expresses ideas using both written and oral communication. Uses appropriate grammar and vocabulary. Uses a respectful tone, appropriate eye contact, gestures and other body language.
Creativity and Innovation	1	M	<ul style="list-style-type: none"> Generates ideas and solutions that reflect thinking outside the box. Recognizes new ways to accomplish tasks. Bounces ideas off others. Keeps abreast of new innovative approaches. Tries more than one approach to overcome a problem.
Decision Making	1	M	<ul style="list-style-type: none"> Applies guidelines and procedures that require some interpretation when dealing with exceptions Considers the risks and consequences of action and decisions Makes decisions in accordance with professional standards, established guidelines, procedures and/or legislation Collects readily available information relative to the decision Considers the financial implications of decisions and factors these in appropriately
Results Oriented	1	H	<ul style="list-style-type: none"> Acknowledges the work and contribution of others. Modifies behaviour to fit the situation. Measures progress against targets. Clarifies what is expected and accepts accountability for completing tasks. Takes pride and ownership in own work. Demonstrates a high level of dependability in all aspects of the job. Respects the rights of others while achieving one's own goals. Adjusts easily to changes at work.
Safety	2	H	<ul style="list-style-type: none"> Confronts others about safety concerns and/or violations. Proactively thinks about his/her safety and the safety of others Keeps personal and group safety on employees' minds at all times Adheres to high personal standards of safety Reports and / or corrects unsafe work conditions Takes action to correct unsafe work habits Documents and monitors occupational safety and health violations Supports and demonstrates safe work behaviours Adheres to all safety rules and procedures on the job Displays knowledge of all related occupational safety and health regulations
Teamwork	3	M	<ul style="list-style-type: none"> Proactively solicits ideas and opinions and shares information and learning with others Addresses conflicts or issues within the team in a positive and open manner Provides clear feedback to team members

			<ul style="list-style-type: none"> Engages others in collaborative problem-solving, encouraging them to share their ideas and opinions Actively includes individuals from diverse backgrounds in team activities Capitalizes on diverse skills and ideas Spends time helping others think through issues
Leading and Developing others	1	M	<ul style="list-style-type: none"> Lets people know exactly what is expected of them Seeks feedback from others to challenge own assumptions about an individual's performance or development need Appreciates and recognizes employee accomplishments

Technical/ Functional Competencies

Technical/Functional	Importance B, W, A,E	Skill Level 1,2,3,4
Problem Solving and Analytical Skills.	E	4
Time management – ability to meet deadlines	A	3
High level of organizational Skills	A	3
Be conversant with the Occupational Safety and Health, Electricity Sector Reform, the Public Utility and environmental Acts. Also GPL license with includes the Standard Terms and Conditions of Electric Services	W	2
Knowledge of integrated Electrical Systems, operations of Generation resources, transmission, sub-Transmission and Distribution networks.	E	4
Ability to take charge and direct personnel under extremely high pressure in sensitive situations.	A	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Degree in Electrical Engineering its equivalent from an accredited institution with at least five (5) years relevant experience.

OR

- Diploma in Electrical Engineering from the University of Guyana or its equivalent from an accredited institution with at least twelve (12) years relevant experience.

Legend:

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on demonstration of this competency.
I,II,III,I V:	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group.
B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised