

<b>GPL-TAD-JMB/1</b>	<b>OUTPUT FOCUS JOB DESCRIPTION</b>		<b>OPERATIONS DIVISION: TRANSMISSION &amp; DISTRIBUTION</b>
<b>Position:</b> NETWORK ENGINEER	<b>Grade:</b> JM B	<b>Incumbent:</b>	<b>Reports To:</b> NETWORK OPERATIONS MANAGER
<b>Manages:</b> Superintendent, Clerical Assistant & Technical Records Clerk			

**JOB PURPOSE:** To execute related administrative and managerial functions associated with the management of the Transmission and Distribution Network.

**KEY OUTPUTS:**

- Reports – (Month End, Stats, Quarterly, Final Year, Fire, Accidents, Disciplinary, Trip Report)
- Data Analysis – (Call Centre, Root Cause, Feeder Load Analysis, Quality Objectives)
- Budget Submission – (Yearly)

**KEY RESPONSIBILITY AREAS:**

1. Manage all engineering, administrative and financial matters within the area assigned.
2. Enforce strict compliance with the requirements of the safety and health legislation, regulations and contractual obligations.
3. Ensure that the environment and area under control is kept clean and tidy.
4. Promptly investigate and make recommendations through written reports with respect to infractions of Safety and Health regulations.
5. Conduct continuous Assessment and Monitoring of Staff Work Performance and Development, and taking steps to correct poor work performance.
6. Administer and dispense discipline in keeping with the Disciplinary Policy/Procedure.
7. Ensure that the Safety Codes and Standard Line Practices are adhered to at all times.
8. Attend meetings for the Network Operations Manager or Senior T&D Engineer in their absence or when asked to do so by same, on matters and issues of Company interest
9. Attend meetings/function when called upon.
10. Manage the development and execution of daily, weekly, quarterly and annual work plans.
11. Check and verify estimates done correctly for major and capital jobs by the Network Designer.
12. Conduct visit to consumers' premises to estimate extent of damages done and to confirm report made by same.
13. To carry out the functions as Senior Authorised Personnel (S.A.P) when required.
14. Prepare drawings and sketches of field surveys and other relevant materials when necessary.
15. To rectify all problems/faults in extreme circumstances pertaining to emergencies
16. To be accountable for materials, equipment, vehicles, tools and property of your location.
17. To be au-fait with the works executed by the lower grades and be able to perform in such capacities in cases of extreme emergencies or judgment casting ones.
18. Drive the Company's vehicle as required provided being a licensed driver and certified by the fleet maintenance department.
19. Assess and train personnel under his/her control.

**Required Competencies**

Core/Leadership	Skill Level & Importance		Description/Behaviours
Adaptability & Managing Change	3	H	<ul style="list-style-type: none"> <li>Promotes the benefits of a proposed change</li> <li>Takes time to question; understand and speak to the underlying needs of stakeholders beyond those initially expressed.</li> <li>Makes/recommends changes to work processes or systems to improve business results.</li> <li>Develops plans and prioritizes resources to effectively implement change.</li> </ul>
Applying Learning	2	M	<ul style="list-style-type: none"> <li>Improves skill through practice and application.</li> <li>Creates opportunities to share new knowledge with others.</li> <li>Puts new knowledge, understanding, or skill to practical and /or innovative use on the job.</li> </ul>
Communication	2	M	<ul style="list-style-type: none"> <li>Asks questions to clarify and confirm information to ensure common understanding.</li> <li>Recognizes others immediate feelings and emotions and responds in ways that communicates clear understanding.</li> </ul>
Creativity & Innovation	1	M	<ul style="list-style-type: none"> <li>Recognizes new ways to accomplish tasks.</li> <li>Keeps abreast of new innovative approaches.</li> <li>Tries more than one approach to overcome a problem.</li> </ul>
Customer Service	3	M	<ul style="list-style-type: none"> <li>Takes time to question and understand the real, underlying needs of customers, beyond those initially expressed.</li> <li>Monitors customer satisfaction and makes/recommends changes to work processes or systems to improve results and service.</li> </ul>
Decision Making	2	H	<ul style="list-style-type: none"> <li>Applies guidelines and procedures that require some interpretation when dealing with exceptions.</li> <li>Makes appropriate independent decisions in non-routine situations.</li> <li>Considers the risks and consequences of action and decisions.</li> </ul>
Financial Responsibility	1	H	<ul style="list-style-type: none"> <li>Minimizes costs in performing daily work.</li> <li>Identifies wasteful practices and opportunities for improvement.</li> </ul>
Results oriented	3	H	<ul style="list-style-type: none"> <li>Tackles difficult problems and takes personal responsibility for reaching solutions.</li> <li>Sets challenging goals and objectives and measures performance against these.</li> <li>Demonstrates the ability to use corporate resources and expertise to achieve desired results.</li> </ul>
Safety	2	H	<ul style="list-style-type: none"> <li>Proactively thinks about his/her safety and the safety of others.</li> <li>Keeps personal and group safety on employees' minds at all times.</li> <li>Adheres to high personal standards of safety.</li> <li>Reports and / or corrects unsafe work conditions.</li> <li>Takes action to correct unsafe work habits.</li> <li>Documents and monitors occupational safety and health violations.</li> </ul>
Teamwork	3	H	<ul style="list-style-type: none"> <li>Addresses conflicts or issues within the team in a positive and open manner.</li> <li>Provides clear feedback to team members.</li> <li>Uses understanding of different interests and agendas to achieve positive outcomes.</li> <li>Is open, sincere, and empathetic in dealing with all individuals and in all circumstances.</li> </ul>
Leading & Developing Others	2	M	<ul style="list-style-type: none"> <li>Gives others opportunities to practice new skills and provides or arranges coaching.</li> <li>Works to provide a supportive environment by securing necessary resources and removing blocks to effective working.</li> </ul>

			<ul style="list-style-type: none"> <li>Recognizes employee development needs and opportunities, provides on-going feedback and coaching.</li> </ul>
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**Technical/ Functional Competencies**

Technical/Functional	Skill Level B, W, A,E	
	Project Management, people management & team building skills.	W
Detailed knowledge of overhead line design and current design specification	A	3
Problem Solving and Analytical Skills	W	3
Ability to meet deadlines	W	3
Knowledge and use of Microsoft office suite (Word, Visio & Microsoft project)	W	3
Ability to analyse engineering drawings and using the associated software	W	3
Knowledge of circuit analysis through the use of the appropriate software	W	3

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelors of Science Degree in Electrical Engineering/Project Management or its equivalent from an accredited institution with at least five (5) years' experience in Line Transmission and Distribution designs.  
OR
- Diploma in Electrical Engineering or its equivalent from an accredited institution, City and Guilds, HNC or Higher Technical Diploma with eight (8) years' experience in Line Transmission and Distribution designs.  
OR
- Ordinary Technical Diploma (G.T.I) or its equivalent from an accredited institution with at least twelve (12) years' experience in Transmission and Distribution at Senior Staff Level.
- Alternatively: Fifteen (15) years' experience in the relevant field

**Legend:**

<b>H:</b>	High Requirement. Required performance could not be achieved without demonstration of this competency.
<b>M:</b>	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
<b>L:</b>	Low Requirement. Required performance is not dependent on demonstration of this competency.
<b>I,II,III,I V:</b>	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>B:</b>	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
<b>W:</b>	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
<b>A:</b>	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.

<b>E:</b>	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.
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**This document is validated as an accurate and true description of the job as signified above.**

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Employee Sign Date

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Supervisor Sign Date

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Head of Department/Division Sign Date

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Date received in Human Resource Division

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Date Created/revised