

GPL-TAD-GE7/1	OUTPUT FOCUS JOB DESCRIPTION		OPERATIONS DIVISION: TRANSMISSION & DISTRIBUTION
Position: NETWORK SUPERVISOR	Grade: GE 7	Incumbent:	Reports To: SUPERINTENDENT
Manages: Senior Network Technicians			

JOB PURPOSE: Supervises and performs skilled work in the emergency and maintenance of overhead transmission and distribution lines, and related work as required.

KEY OUTPUTS:

- Timesheet,
- Job Cards,
- Material Requisition Note,
- Material Exit Note
- Overtime Request Form
- Defect Lists,
- Transformer Defects Sheet
- RFI, IR, Work Permit,
- Bi Annual Appraisal
- Data Analysis

KEY RESPONSIBILITY AREAS:

1. Plans the work of the crew, makes arrangements for material, maintains all records such as time sheets and reports, arrange for clearances and verifies switching programs.
2. Promotes good safety practices and maintain good housekeeping, e.g. general cleanliness of environment and area under control, vehicles and equipment and assures proper tools are available and in working order.
3. Responsible for the execution of construction and maintenance of all networks: preparation and planting of poles, transferring of pole and line hardware and managing vegetation
4. Instruct Network Personnel in new methods and procedures and ensures that performance deficiencies are corrected.
5. Conduct Performance Appraisals and interviews with Direct reports.
6. Carry out the function as Authorized Personnel (A.P) Act as Senior Authorised Personnel (S.A.P) when required.
7. Investigate connection inquiry and order forms (C.E.O.F) when required.
8. Act as Line Superintendent when required.
9. Maintain discipline among crewmembers.
10. Drive the Company's vehicle as required provided being a licensed driver and certified by the fleet maintenance department.
11. Assist in setting performance targets.
12. Promptly investigate and make recommendations through written reports with respect to infractions of Safety and Health Regulations.
13. Assist with the duties of the Patrol Man.
14. Ability to do pole top rescue operations.

15. Perform other duties that may be assigned to you within the scope of your employment, from an Authorized Officer.

Required Competencies:

Core/Leadership	Skill Level & Importance		Description/Behaviours
Adaptability & Managing Change	2	M	<ul style="list-style-type: none"> • Takes personal responsibility for putting new knowledge or skill to practical and/or innovative use on the job. • Regularly attempts to add value during change implementation.
Applying Learning	2	M	<ul style="list-style-type: none"> • Creates opportunities to share new knowledge with others. • Puts new knowledge, understanding, or skill to practical and /or innovative use on the job.
Communication	2	H	<ul style="list-style-type: none"> • Asks questions to clarify and confirm information to ensure common understanding. • Recognizes others immediate feelings and emotions and responds in ways that communicates clear understanding.
Creativity & Innovation	1	L	<ul style="list-style-type: none"> • Recognizes new ways to accomplish tasks. • Keeps abreast of new innovative approaches. • Tries more than one approach to overcome a problem.
Customer Service	2	H	<ul style="list-style-type: none"> • Makes decisions with the customer in mind. • Takes pride in delivering a high quality product or service. • Investigates service delivery and provides solutions to problems.
Decision Making	1	M	<ul style="list-style-type: none"> • Collects readily available information relative to the decision. • Consults with others or refers an issue to others for resolution when criteria are not clear. • Models ethical behaviour
Results oriented	2	H	<ul style="list-style-type: none"> • Is persistent in achieving improved results. • Measures progress against targets. • Seeks to understand reasons for obstacles and to find innovative ways to overcome. • Acknowledges the work and contribution of others.
Safety	3	H	<ul style="list-style-type: none"> • Serves as a model of safe behaviour. • Continuously builds awareness and understanding of safety issues. • Recommends and or improves occupational safety and health procedures to protect and maintain workers' physical and mental health. • Demonstrates and explains safety equipment and /or procedures. • Confronts others about safety concerns and/or violations.
Teamwork	2	H	<ul style="list-style-type: none"> • Capitalizes on diverse skills and ideas. • Expresses positive attitudes and expectations of others abilities and contributions. • Takes time to learn about and understand differences.
Leading and developing others	1	H	<ul style="list-style-type: none"> • Sets clear direction and gives step-by-step guidance. • Builds others' confidence, making them feel better equipped to do their jobs and encourages their voices to be heard in decision making. • Seeks feedback from others to challenge own assumptions about an individual's performance or development need. • Walks the talk; ensures actions are consistent with words.

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	
	Thorough knowledge of overhead line construction and design standard practice	A
Expertise in diagnostic and troubleshooting of T & D Network	A	2
Knowledge of principles of electrical theory as applied to network Distribution or Power Systems.	W	2
Ability to supervisor the work of others	A	3
Basic computer skills.	B	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Diploma in Electrical Engineering from the University of Guyana or an accredited University with three (3) years relevant experience.

OR

2. G.T.I. Technical Diploma in Electrical Engineering or Ordinary Technical Diploma (OTD) or its equivalent, with at least five (5) years' experience in the Line Distribution Field at a Supervisor Level.

OR

3. City and Guilds Electrical Technician Certificate – Parts I & II or its equivalent, with seven (7) years' experience in the Line Distribution Field at a Supervisory Level.

OR

4. City and Guilds Craft Certificate (Parts III) in Electrical Installation or its equivalent, with ten (10) year relevant experience at a Supervisory Level.

5. **Alternatively:** Apprenticeship Training in Electrical Discipline plus ten (10) years relevant experience, four (4) of which at a Supervisory Level.

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