



Chief Electrician

Organization: Innovative University of Enga

Department: Vice President Administration

Reports To: Director of Facilities / Campus Administrator

Employment Type: Full-Time

Job Summary

The Chief Electrician is responsible for overseeing and managing all electrical systems and services across the university campuses. The role ensures reliable power supply, safe electrical installations, proper maintenance of electrical equipment, and compliance with electrical safety standards to support teaching, research, and administrative operations.

Key Responsibilities

1. Electrical Systems Management

- Supervise the installation, operation, and maintenance of electrical systems across university facilities.
- Ensure proper functioning of electrical wiring, distribution boards, transformers, generators, and lighting systems.
- Monitor electrical systems to ensure continuous and reliable power supply.

2. Electrical Maintenance

- Plan and implement preventive and corrective maintenance of electrical equipment and systems.
- Troubleshoot electrical faults and coordinate timely repairs.
- Ensure electrical systems in classrooms, laboratories, offices, and residences are functioning properly.

3. Staff Supervision

- Supervise and coordinate the work of electricians and electrical technicians.
- Allocate tasks and monitor performance of electrical maintenance staff.
- Provide technical guidance and training to maintenance personnel.

4. Electrical Installation and Projects

- Oversee electrical installations for new buildings, renovations, and infrastructure projects.
- Ensure electrical installations meet required technical standards and safety regulations.
- Coordinate with contractors and engineers during construction or upgrade projects.

5. Safety and Compliance

- Ensure all electrical work complies with safety regulations and electrical standards.
- Conduct regular inspections of electrical systems to identify risks and hazards.
- Implement safety procedures to prevent electrical accidents.

6. Power Supply Management

- Monitor generator operations and backup power systems.
- Coordinate maintenance of generators and other power backup equipment.
- Ensure efficient use and management of electrical power across campuses.

7. Inventory and Materials Management

- Manage inventory of electrical tools, spare parts, and materials.
- Prepare procurement requests for electrical supplies and equipment.
- Ensure proper storage and use of electrical materials.

8. Reporting and Documentation

- Maintain records of electrical maintenance, installations, and repairs.
 - Prepare reports on electrical system performance and maintenance activities.
 - Report major electrical issues to the Facilities Director or management.
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Qualifications

- Diploma or Bachelor's Degree in:
 - Electrical Engineering
 - Electrical Technology
 - Power Engineering or related field
- Trade certification or electrician license from a recognized institution.

Experience

- Minimum **5 years experience** in electrical installation, maintenance, or power systems.
- Experience supervising electricians or electrical maintenance teams is preferred.
- Experience working in large institutions or facilities is an advantage.

Skills and Competencies

- Strong technical knowledge of electrical systems and power distribution
- Ability to diagnose and repair electrical faults
- Leadership and supervisory skills
- Knowledge of electrical safety standards and regulations
- Good problem-solving and decision-making ability
- Computer literacy for reporting and documentation

Key Performance Indicators (KPIs)

- Reliability of campus electrical systems
 - Timely completion of electrical maintenance tasks
 - Reduction in electrical faults and downtime
 - Compliance with electrical safety standards
 - Effective supervision of electrical staff
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