



## Job Description

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| <b>Position Title</b>                         | Electrical Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Faculty Department</b>                     | Properties, Facilities and Projects Department (PFPD).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Reports to</b>                             | Manager Facilities/Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Position Level</b>                         | Band 2 (GSS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Purpose of the Role</b>                    | The Electrical Supervisor is responsible for supervising and coordinating all Electrical maintenance, repair, installation, and inspection activities across Solomon Islands National University (SINU) campuses. The position ensures the efficient operation of electrical supply while maintaining compliance with health, safety, environmental, and regulatory requirements. The role provides technical leadership to electrical staff and contractors and supports the University's commitment to providing safe, functional, and sustainable facilities. |
| <b>Detailed Duties &amp; Responsibilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Service</b>                                | <b>1. Electrical Operations Supervision</b> <ul style="list-style-type: none"> <li>Supervise the operation, maintenance, and repair of electrical systems and infrastructure across all SINU campuses.</li> </ul>                                                                                                                                                                                                                                                                                                                                                |

- Coordinate routine inspections of electrical installations, switchboards, distribution systems, generators, and associated equipment.
- Ensure reliable electrical supply to academic, administrative, residential, and support facilities.
- Monitor campus electrical systems to identify faults, hazards, and performance issues.
- Oversee maintenance of lighting systems, power outlets, electrical panels, transformers, and backup power systems.
- Ensure electrical systems operate efficiently and comply with relevant standards and regulations.

## **2. Preventive & Corrective Maintenance Management**

- Develop and implement preventive maintenance schedules for all electrical assets and infrastructure.
- Coordinate prompt responses to electrical faults, power outages, equipment failures, and emergencies.
- Diagnose complex electrical problems and implement effective corrective actions.
- Conduct regular inspections and testing to identify potential risks and prevent service interruptions.
- Ensure maintenance activities are completed according to approved standards and schedules.
- Maintain comprehensive maintenance records, inspection reports, testing certificates, and asset histories.

## **3. Electrical Installation & Project Oversight**

- Supervise electrical installation works associated with new construction projects, renovations, and infrastructure upgrades.
- Review electrical drawings, schematics, and technical specifications before implementation.

- Ensure electrical works comply with approved designs, technical standards, and project requirements.
- Coordinate electrical contractors and monitor project progress and workmanship.
- Conduct quality assurance inspections of completed electrical works.
- Verify compliance with applicable electrical codes, regulations, and safety requirements.

#### **4. Power Generation and Backup Systems Management**

- Supervise the operation and maintenance of standby generators and backup power systems.
- Ensure backup power systems remain operational and available during outages.
- Coordinate routine generator servicing, testing, and fuel management.
- Monitor generator performance and recommend system improvements where required.
- Maintain records of generator operations, maintenance activities, and fuel consumption.

#### **5. Electrical Safety and Compliance Management**

- Promote and enforce safe electrical work practices across all campuses.
- Ensure compliance with Occupational Health and Safety (OHS) requirements and electrical regulations.
- Conduct safety inspections and risk assessments of electrical installations and work activities.
- Investigate electrical incidents, hazards, and near misses and recommend corrective actions.
- Ensure appropriate lockout/tag out procedures are implemented during maintenance activities.
- Maintain compliance documentation and statutory inspection records.

## **6. Energy Management and Sustainability**

- Monitor campus electricity consumption and identify opportunities for energy efficiency improvements.
- Support the implementation of energy conservation initiatives and sustainable infrastructure projects.
- Assist with the monitoring and maintenance of renewable energy systems, including solar power installations where applicable.
- Recommend strategies to reduce energy costs and improve system performance.
- Contribute to the University's sustainability objectives through efficient energy management practices.

## **7. Tools, Equipment & Materials Management**

- Oversee the proper use, maintenance, storage, and security of electrical tools, instruments, and equipment.
- Monitor inventory levels of electrical materials, spare parts, and consumables.
- Recommend procurement requirements for electrical supplies and equipment.
- Ensure accountability and accurate record-keeping of tools and materials.
- Report and investigate damaged, defective, or missing equipment.
- Promote efficient resource utilisation and minimise wastage.

## **8. Supervision and Team Leadership**

- Supervise and coordinate the daily activities of electrical personnel.
- Allocate work assignments and monitor staff productivity and performance.
- Provide technical guidance, coaching, and on-the-job training.
- Promote teamwork, professionalism, and continuous improvement.
- Assist in workforce planning and resource allocation.
- Support staff development and skills enhancement initiatives.

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|                                      | <b>9. Contractor and Stakeholder Coordination</b> <ul style="list-style-type: none"> <li>• Liaise with contractors, consultants, utility providers, and regulatory authorities regarding electrical works.</li> <li>• Monitor contractor performance to ensure compliance with contractual requirements and quality standards.</li> <li>• Coordinate electrical services to support university events, academic activities, and operational needs.</li> <li>• Provide technical advice and support to departments on electrical infrastructure matters.</li> </ul> |
| <b>Quality</b>                       | <ul style="list-style-type: none"> <li>• Comply with all SINU policies, procedures, and regulations.</li> <li>• Adhere to the University Code of Conduct.</li> <li>• Maintain high standards of workmanship and service delivery.</li> <li>• Support continuous improvement initiatives within the Department.</li> <li>• Ensure all assigned duties are completed efficiently and professionally.</li> </ul>                                                                                                                                                      |
| <b>Teamwork</b>                      | <ul style="list-style-type: none"> <li>• Work collaboratively with plumbers, trades personnel, contractors, and other facilities staff.</li> <li>• Maintain effective communication with supervisors, staff, and stakeholders.</li> <li>• Assist colleagues in achieving departmental objectives.</li> <li>• Foster positive working relationships across campuses.</li> <li>• Demonstrate professionalism, cooperation, and respect in the workplace.</li> </ul>                                                                                                  |
| <b>Qualification/<br/>Experience</b> | <b>Essential Qualifications</b> <ul style="list-style-type: none"> <li>• Bachelor or Diploma in Electrical Engineering, Electrical Technology, or a related technical discipline in any recognised institution.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |

- Valid Electrical Licence (where required under Solomon Islands regulations).

### **Essential Experience**

- Minimum of five (5 - 8) years of practical electrical maintenance and installation experience.
- Demonstrated supervisory or team leadership experience.
- Experience working within large institutions such as universities, schools, hospitals, government facilities, or similar environments.
- Experience in electrical distribution systems, generators, and building services maintenance.

### **Knowledge and Skills**

- Sound knowledge of electrical distribution systems, switchboards, generators, lighting systems, and power infrastructure.
- Ability to read and interpret electrical drawings, schematics, and technical specifications.
- Strong troubleshooting and fault-diagnosis skills.
- Knowledge of Occupational Health and Safety requirements and electrical regulations.
- Good organisational, communication, and record-keeping skills.
- Competency in supervising staff and managing workloads.
- Basic computer literacy and experience with maintenance record systems.

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| <b>Key Deliverables</b>             | <ul style="list-style-type: none"> <li>• Ensure continuous and reliable operation of electrical systems across all SINU campuses.</li> <li>• Achieve completion of preventive maintenance schedules within approved timeframes.</li> <li>• Respond promptly to electrical emergencies and ensure timely resolution.</li> <li>• Maintain accurate maintenance records, inspection reports, and service documentation.</li> <li>• Effectively supervise electrical staff and contractors to achieve departmental objectives.</li> <li>• Support successful delivery of electrical works for capital projects, renovations, and upgrades.</li> <li>• Ensure compliance with safety, environmental, and regulatory requirements.</li> <li>• Maintain operational readiness of backup power systems and generators.</li> <li>• Promote efficient use of materials, equipment, and departmental resources.</li> <li>• Contribute to energy efficiency and sustainability initiatives across the University.</li> </ul> |
| <b>Key Selection Criteria (KSC)</b> | <p><b>1. Technical Electrical Expertise</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in the maintenance, installation, testing, and repair of electrical systems, equipment, and infrastructure.</li> </ul> <p><b>2. Leadership and Supervision</b></p> <ul style="list-style-type: none"> <li>• Proven ability to supervise, coordinate, and support electrical staff and contractors to achieve quality service delivery outcomes.</li> </ul> <p><b>3. Preventive Maintenance and Problem Solving</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                             | <ul style="list-style-type: none"> <li>• Demonstrated ability to plan and implement preventive maintenance programs, diagnose faults, and effectively manage electrical emergencies.</li> </ul> <p><b>4. Health, Safety and Compliance</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of workplace health and safety requirements, electrical regulations, standards, and compliance obligations.</li> </ul> <p><b>5. Communication and Teamwork</b></p> <ul style="list-style-type: none"> <li>• Effective communication, interpersonal, and teamwork skills with the ability to build productive working relationships with staff, contractors, and stakeholders.</li> </ul> |
| <b>Compliance</b>           | <ul style="list-style-type: none"> <li>• Comply with all SINU policies, procedures, and guidelines.</li> <li>• Adhere to Occupational Health and Safety (OHS) requirements.</li> <li>• Observe relevant statutory and regulatory obligations.</li> <li>• Maintain confidentiality and professionalism at all times.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Terms and conditions</b> | <p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$71,172.26 - \$95,698.65.</p> <p>Annual Leave Entitlement: 20 working days.</p> <p>Annual Gratuity: 15% of annual basic salary (paid bi- annually).</p> <p>Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.</p>                                                                                                                                                                                                                                        |

**SECTION H - APPROVAL (Business use only)**

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:*

A handwritten signature in blue ink, appearing to be 'J. Smith', is written over a faint circular stamp.

Deputy Director Human Resource:  
Additional Comments:

Date Approved: 3<sup>rd</sup> August 2026