

**JOB DESCRIPTION**

Airport Authority Cook Islands

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| **JOB TITLE:** | **ELECTRICIAN** |
| **WORK UNIT:** | Electrical Services |
| **SALARY SIZE: 401 BAND: G GRADE 3 RANGE: $40,395 - $46,002** | |
| **RESPONSIBLE TO:** | Supervisor Electrical Services |
| **RESPONSIBLE FOR:** | N/A |
| **JOB PURPOSE:** | **This job exists to:**   * Ensure the continuous operations of ALL Electrical Facilities with-in the Airport Authority as mentioned below. * All AFL circuits and fittings are maintained and operational at all times. * Standby Generators are maintained and operational. * Ensure all electrical services in both Terminals are operational at all times. * Ensure both Water & Sewer systems are operational at all times. * Ensure all Electrical facilities meet the Electrical Regulation requirements. * Ensure the correct filling out of Station Log Book after Maintenance checks completed. * Provide service when required, to our internal customers. |
| **DATE REVIEWED:** | 15 September 2022 |

**MISSION:**

*To facilitate the safe and secure movement of air travellers into and out of the Cook Islands*

**VISION STATEMENT:**

**Unique People, Connecting lives**.  
*We will be the leading airport company in the region, connecting lives with the friendliness and passion of the Cook Islands people*

**ORGANISATIONAL CONTEXT:**

**FUNCTIONAL RELATIONSHIPS:**

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| EXTERNAL CONTACTS | NATURE OF CONTACT |
| Internal Customers | Courtesy, giving and receiving information, explaining things to people, clarifying needs. |
| AIRLINES | Courtesy, giving and receiving information, explaining things to people, clarifying needs, gaining cooperation |
| Other Government agencies | Courtesy, giving and receiving information, explaining things. |
| General Public | Advising of new policies, explaining things and gaining cooperation. |
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| INTERNAL CONTACTS | NATURE OF CONTACT |
| * Section Heads | Courtesy, giving and receiving information, explaining things and, clarifying needs. |
| Manager Electrical Services | Courtesy, giving and receiving information, explaining things and clarifying needs and abiding with operational requirements. |
| * Staff | Giving and receiving information, explaining thing to people |

**AUTHORITY:**

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| **Financial** | NO |
| **Staff** | YES |
| **Contractual** | NO |

**KEY RESULT AREAS:**

| JOB HOLDER IS ACCOUNTABLE FOR | JOB HOLDER IS SUCCESFUL WHEN |
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| **KRA 1. Operational Compliance** | |
| 1. To carry out AFL inspections as required. 2. Ensure the repair and maintenance of any faults identified in the AFL inspections. 3. To carry out AFL circuits resistance checks as required 4. Repair any lighting circuits with resistance below the required standards. 5. Carryout AFL transformer checks as required 6. Repair and replace any transformers needing replacement. | 1. AFL inspections carried out as required. 2. Faults identified in AFL inspections are successfully repaired or replaced 3. AFL circuit resistance measured, documented and compared to standards 4. AFL circuits with resistance below standards are repaired/replaced, re measured and documented. 5. AFL transformers checked and status documented 6. Faulty AFL transformers replaced. |
| 1. To ensure continuous electrical supply to ALL internal customers. | 1. Electrical circuits and switches to each building on the airport are checked for dust, moist or vermin’s weekly, monthly or quarterly as required by standards. |
| 1. To ensure that both water and sewer pumps are operational at all times. | 1. Monthly checks on water pumps and sewer pumps are carried out. |
| 1. To ensure Standby generators are maintained and operational. | 1. Monthly, quarterly and annual maintenance checks on standby generators are carried out. |
| 1. Ensure ALL Electrical facilities with-in the Airport meet the Electrical Regulations and are in good operating conditions. | 1. Ensure the annual maintenance program is adhered to. 2. Ensure ALL maintenance that is carried out is according to our Operational Procedure manuals. 3. Report any faults or issues to Electrical Supervisor. |
| 1. Ensure safety gears are worn at all times and work in a safe manner. | 1. Wearing of safety gear at ALL times. 2. Report any wear and tear to safety gear to Electrical Supervisor. |
| 1. Ensure recording of ALL duties have been carried out in the appropriated diaries. | 1. Station diaries are filled out correctly. |
| **KRA 2: ADMINISTRATION COMPLIANCE** | |
| 1. Complete and furnish company records as required. 2. Ensure all Maintenance carried out is in compliance with CAA Parts 139. | 1. Filling of Station Diary on daily base to ensure staff duties are recorded correctly. 2. Ensure Equipment Maintenance Log books are filled out correctly after Maintenance completed. |
| **KRA 3: PLANNING** | |
| 1. In consultation with the Supervisor, ensure awareness of weekly and daily work plans 2. Ensure resources for work plans are available 3. Ensure PDP is completed as required during Planning, Mid-cycle and Final Review | 1. Awareness of weekly and daily work plans 2. Resources are sourced for executing work plans. 3. PDP is successfully completed and sent to the Supervisor as required |
| **KRA 4: HEALTH & WELLBEING** | |
| 1. Ensuring that he or she meets the Health & Wellbeing standards established for the organisation. Actively participate and successfully complete health & wellness activities and results are documented for measurement of progress. | 1. Meets the organizations health and wellness standards and actively participates in activities with results measured and documented.. |
| **NOTE:** *The above performance standards are provided as a guide only. The precise performance measures for this position will further discussion between the job-holder and manager as part of the performance development process.* | |

**WORK COMPLEXITY:**

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| **Most challenging duties typically undertaken:** |
| 1. Power outages. 2. Understand the operations of ALL electrical Facilities within the Airport. 3. Be aware of safety procedures when working on Electrical facilities. 4. Maintaining the facility at ALL time and ensuring continuous operations. 5. Good Public relations with clients. 6. Adhere to Airside Rules at all times. |

**PERSON SPECIFICATION:**

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| **PERSONAL** |  |
| **AGE** | **APPEARANCE** |
| Must be 20 years and over  Good Physical fitness and healthy | Neat and tidy appearance.  Good communicational skills. |
| **DRIVERS LICENCE** | **MEDICAL & PHYSICAL FITNESS** |
| Holder of Drivers Licence A,B,C | Physically and medically fit. |
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| **QUALIFICATIONS – EDUCATION** |  |
| **ESSENTIAL** | **DESIRABLE** |
| 1. Be the Holder of a Level Four Electrical Engineering Registration. | 1. Be the Holder of a Competency Rating in AFL & Standby Generators. |
| **KNOWLEDGE/EXPERIENCE** |  |
| **ESSENTIAL** | **DESIRABLE** |
| 1. Good awareness and Understanding of the Electrical Regulations. 2. Good Understanding of Electrical system Procedure manuals. 3. At least 6 years of experience in the Electrical Trade. | 1. Good Supervisory skills. |

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| **KEY SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES** | |
| *The following levels would typically be expected for the 100% fully effective level:* | |
| **EXPERT LEVEL** | Good awareness and understanding with all applications of the skill/knowledge in a range of environments/would be recognised by others as an expert in this skill/could be expected to train others in this skill. |
| **ADVANCED LEVEL** | Good understanding of skills/knowledge area/able to pass on skills in this area/recognised by colleagues as having proven skill/knowledge in this area. |
| **WORKING KNOWLEDGE** | Sufficient skill to apply in a day to day operations in a fluctuation environment/does not require supervision for routine tasks. |
| **AWARENESS** | Good understanding of skill/knowledge area and electrical systems. |
| **KEY BEHAVIOURS:** | |
| *All employees are measured against the following Key Behaviours as part of Performance Development:* | |
| 1. Commitment/Personal Accountability 2. Professional/Technical Expertise 3. Teamwork 4. Customer/Diplomatic Focus 5. Effective Communications and Relationships | |
| **PERSONAL ATTRIBUTES:** | |
| 1. Physically and medically fit. 2. Ability to think on and off your feet 3. Ability to sum up the situation and make decisions quickly if required 4. Ability for corporation with other staffs. Physically fit and strong 5. Leadership skills 6. Resilience 7. Ability to sum up the situation, make decisions and implement. | |
| **CHANGE TO JOB DESCRIPTION:** | |
| *From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle.* | |

**APPROVED:**

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| C:\Users\t.wearing\Desktop\tony wearing signature 1.JPG |  | 22 August 2022 |
| **Tony Wearing**  **Director of Operations** |  | **Date:** |