

**GUYANA ELECTIONS COMMISSION**  
**NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b> <b>Assistant Electrician</b>	<b>JOB CODE:</b>
<b>REPORTS TO:</b> <b>OFFICE SERVICES SUPERVISOR</b>	<b>DEPARTMENT:</b> <b>ADMINISTRATION AND ELECTORAL SUPPORT</b>
	<b>DIVISION:</b> <b>ADMINISTRATION AND SUPPORT SERVICES</b>
	<b>SECTION:</b> <b>OFFICE SERVICES</b>

**1. SUMMARY STATEMENT:**

Responsible for installation, maintenance and repairs if electrical power supply to equipment, machines and buildings at **GECOM**.

**2. DESCRIPTION OF DUTIES:**

- **ASSISTS** with checking and starting standby generator as required and maintaining usage log book.
- **CHECKS** water pump using hand tools and test instruments.
- **CHANGES** light and electrical switches as required; installs electrical circuits.
- **REPAIRS** or **REPLACES** defective electrical fittings such as light bulbs, fuses, etc.
- **KEEPS** maintenance log, records of installation work.
- **INTIATES** process for acquiring materials needed for work.
- **REPORTS** on satisfactory completion of jobs, recording information such as time taken in jobs and parts used.
- **UNDERTAKES** other related duties as directed such as working along with maintenance man.
- **MAY BE** required to work on shift.

**The above responsibility statements identify specific duties necessary to attain the GECOM's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.**

**3. EDUCATION**

Post primary education. Certification in electrical maintenance. License at National Level.

**4. EXPERIENCE**

Must have proven experience to determine methods and procedure for installation/repair of equipment, using hand tools and test instruments.

**5. ESSENTIAL EXPERIENCE**

Experience in repairing and servicing electrical equipment.

6. **WORK FIELD:** Repairs, Maintenance

7. **WORK REQUIREMENTS:**

<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>
	Multi Tester	Gloves	Welding Set
	Screw Driver	Fixtures	Ammeter
	Pliers	Measuring Instruments	Voltmeter
	Manifold Gauge	Diagrams	Generator
	Hand tools	Wires	Water Pump
		Cables	
		Solder	

8. **INTERESTS:**

- Mechanical work
- Maintaining Electrical equipment