



VACANCY ANNOUNCEMENT

JOB TITLE: FOREMAN (ELECTRICAL SERVICES)

REPORTS TO: FACILITIES MANAGER

JOB SUMMARY:

Plan, organize and supervise all functions of the School's facilities including the areas of Safety, Electrical, Ventilation ,Cooling and Fire alarm Systems. Ensure Technical Team members are efficient and effective through proper Supervision.

KEY ACCOUNTABILITIES:

- Ensure proper Operations and maintenance of the School's electrical infrastructure, ventilation, cooling and fire alarm systems including major and minor repair works.
- Plan, Schedule, implement and monitor ongoing planned, preventive, emergency and deferred maintenance of all electrical, ventilation, cooling and fire alarm systems.
- Regularly inspect the electrical, ventilation, cooling, fire alarm and other installations in accordance with the School's Health and Safety guidelines. Ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend any improvements needed.
- Maintain an Asset register for all Electrical, Ventilation, Cooling and Fire alarm Systems. Ensure information is up to date and readily available.
- Periodically audit, carry out condition and adequacy assessments of installations and equipment and make recommendations for upgrades and replacements.
- Ensure an efficient and effective work order system for repairs including the response and coordination of all maintenance requests and needs.
- Maintain an inventory control system and purchase supplies, parts, materials and equipment through the established bid or price quote process that follows School regulations.
- Establish and implement an effective summer and non-School day program of specialized maintenance and repairs.
- Carryout and monitor progress of all projects outlined in the annual budget.
- Supervise, direct, assign and evaluate the daily work and performance of assigned staff. Train employees in work procedures, standards and safety practices.

WORKING ENVIRONMENT/CONDITIONS

- After work hours and emergency duty calls.
- Lifting and carrying of heavy items
- Narrow and uncomfortable space
- Working around live power.
- Constantly working outdoors and occasionally during inclement weather.

EDUCATION : ESSENTIAL

- HND in Electrical engineering

EDUCATION : DESIRABLE

- 1st degree in Electrical Engineering, or related field.

EXPERIENCE: 2-4 YEARS

SKILLS AND KNOWLEDGE

- Strong IT skills
- Supervisory Leadership
- Strong organizational skills
- Analyzing problems, identifying alternative solutions
- Versatile in equipment use
- Negotiation techniques
- Workforce management including mediating conflicts
- Results driven
- Effective project timeline management
- Team player
- Trainer and Motivator
- Broad based knowledge in construction

KEY RELATIONSHIPS:

Internal

- Principal, Vice Principals, Development Manager, Establishment Foreman, Technical Team

External

- Suppliers, Building Consultants, Contractors, Artisans.

DECISIONS:

- Procurement of materials, goods and services.
- Approval for works
- Awarding of contracts through bidding system
- Works meet construction standards
- Disciplinary and performance recognition

APPLICATION PROCESS

Interested and qualified candidates are to submit a cover letter and a recent CV with details of two (2) referees. [Click here](#) to apply. Applications must be submitted by 9th August 2024 to be considered.

ONLY shortlisted applicants will be contacted.