HQ EUFOR CIVILIAN JOB DESCRIPTIONS

PART 1- ADMINISTRATIVE

CE POST NO: CL HQM 109 **DATE:** 01 JUL 2019

HQ/UNIT: HQ EUFOR/DCOS SPT/HQ CAMP CMDT/DEPARTMENT OF PUBLIC WORKS/FACILITY MAINTENANCE AND CONSTRUCTION

DUTY LOCATION: Sarajevo, BiH

JOB TITLE: TEST / INSPECTION TECHNICIAN

NATIONALITY: National **SERVICE:** CIV **GRADE:** LCH-4

PART II – CE DUTIES

A. POST CONTEXT: To carry out electrical tests and inspections of in-service electrical equipment within HQ EUFOR /HQ CAMP CMDT compounds in his area of responsibility in accordance with the planned preventative maintenance schedule.

B. REPORTS TO: ELECTRICAL ENGINEER

C. PRINCIPAL DUTIES

- Prepare and submit reports of all electrical test and inspections conducted.
- In conjunction with the Supervisor Electrical Maintenance Section (Electrical Engineer) prepare, publish and distribute detailed schedules of preventative maintenance inspections to all organizations affected on assigned installations.
- Document all test and inspection results in accordance with Engineering Support Service procedures.
- Assess and take corrective action based on the results of the scheduled inspections.
- Raise the necessary work requests and material lists, through the supervisor for repairs or upgrades as a result of scheduled inspections.
- Diagnose faults in electrical systems and installations, electrical equipment and appliances and carry out necessary corrective and break down maintenance accordingly
- To ensure own safety and personnel in their work/site location.

ADDITIONAL DUTIES

- Performs other related duties as assigned.

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

Professional experience:
At least three years of experience as an Electrical Site Supervisor.

Education / training:
Completed Secondary education as well as recognized artisan apprenticeship as an electrician.

Security clearance: Must provide Certificate of No Criminal Record and undergo security check

Language (Listening, speaking, reading, writing):
English-2222
Bosnian/Serbian/Croatian - 3333

Standard ADP knowledge: N/A

B. DESIRABLE QUALIFICATIONS

Professional experience:
Experience in a military and international working environment.

Education/training:
Formal or on-the job training in the installation and maintenance of high voltage substations and low voltage sub distribution panels.

Language:
English-3333

C. CIVILIAN POSTS

Personal attributes: Adherence to company procedures. Seeks approval from correct authority for changes. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

Problem solving: Requirement to evaluate and solve patterned and interpretative problems involving daily or new issues. Problems resulting out of similar or different situations require interpretation of the situation, analysis and a choice between several options.

Managerial responsibilities: Follows clear rules and regulations. Minimal control over priorities. Direct supervision of one or more staff members, performing similar work.

Professional contacts: Limited professional contacts with others inside own activity to exchange information. Contacts generally involve the exchange of working courtesies or information for the execution of administrative tasks and actions.

Contribution to the objective: The work covers many similar and/or dissimilar tasks that require personal and intellectual skills within the same subject area. Although clear guidance and standard rules/regulations are available, some ability to analyze and solve problems is needed to deal with specific issues. Performance of duties indirectly impacts the objectives, efficiency, image and the financial resources of the HQ.

Work environment: The work environment has extremely undesirable effects on the work performed. Regular exposure to noise, dust, heat, oil, fumes, difficult and dangerous technical working conditions create a negative impact.

D. REMARKS: Will be on on-call duty as per shift schedule. Will be required to respond the emergencies outside of duty hours.