



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

ELECTRICIAN

JOB SUMMARY

The **Electrician** installs, maintains and repairs electrical wiring, equipment and fixtures; troubleshoots malfunctions and blackouts; and repairs appliances. He or she ensures that work is done in accordance with relevant codes. May work inside or outside of a building. This is a full-time position and the position holder may have to work outside the normal workweek time, overtime or irregular hours to deliver project on time. He or she reports to the Director of Facilities Management.

DUTIES AND RESPONSIBILITIES

- Reads instructions and examines job to determine the kind and amount of work necessary.
- Interprets blueprints or prepare sketches to determine the locations of wiring or equipment and to ensure conformance to building and safety codes.
- Plans layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Installs electrical apparatus, fixtures and equipment for electrical systems.
- Installs safety and distribution components, e.g., switches, resistors, circuit breaker panels, etc.
- Connects wires in electrical circuits and networks ensuring compatibility of components.
- Advises management on whether continued operation of equipment could be hazardous.
- Repairs domestic appliances such as washing machine, etc.
- Prepares and assembles conduits and connects wiring through them.
- Prevents breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits, etc.
- Performs effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units.
- Instructs and directs other helpers provided.
- Keeps record of assignments and produces detailed work reports.
- Operates tools, machinery and other equipment to perform electrical duties.

- Tests electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures using testing devices such as ohmmeters, voltmeters, or oscilloscopes to ensure compatibility and safety of system.
- Maintains inventory of tools on site and delivers tools to storeroom at end of work day.
- Cleans up all equipment and tools and inspects job for completeness.
- Provides assistance during emergencies to provide electrical services.
- Provides preliminary sketches or cost estimates for materials or services.
- Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
- Works in other areas of the Department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects.
- Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Department.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Diploma in Electrical Installation from an accredited institution.
- Three (3) years of experience in a similar position.
- Evidence of having completed an apprenticeship program.
- Valid license to practice profession.
- Experience in industrial and/or commercial electrical systems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of electrical code requirements.
- Knowledge of proper techniques in order to prevent accidents, first-aid training to handle emergencies if they occur, and wearing appropriate gear such as protective glasses.
- Ability to determine causes of operating errors and deciding what to do.
- Ability to perform repairs to electrical systems.
- Physical endurance to lift heavy tools and materials with the ability to work in awkward spaces.
- Good hand eye coordination.
- Ability to work independently and use own initiative.
- Ability to communicate effectively with co-workers, students, faculty, staff both verbally and in writing.
- Ability to function as an effective team member.

OTHER REQUIREMENTS

- Critical thinking
- Attention to details
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness

- Appropriate and professional appearance and demeanor required
- Commitment to the high moral, spiritual and ethical values of the University

Applications should include a Cover Letter, a detailed Curriculum Vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than July 25, 2025.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.