



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: ELECTRICAL ENGINEER

REPORTING TO: DEPUTY CHIEF EXECUTIVE OFFICER

SUPERVISES: ELECTRICAL TECHNICIAN

SALARY SCALE: BAND 5

The incumbent is required to provide guidance on the design, development and maintenance of electrical control systems, equipment and machinery.

Main Responsibilities

- Designs, maintains, implements, or improves electrical instruments, facilities, components, equipment products, or systems for industrial, commercial or domestic purposes.
- Performs a wide range of engineering tasks by operating computer-assisted design or engineering software and equipment.
- Ensures that installation and operations conform to standards by preparing electrical systems specifications and technical drawings.
- Establishes construction, manufacturing, or installation standards or specifications by performing a wide range of detailed calculations.
- Ensures compliance with specifications, codes, or customer requirements by directing or coordinating installation, manufacturing, construction, maintenance, documentation, support or testing activities.
- Writes reports and compile data regarding existing and potential electrical engineering projects and studies.
- Prepares specifications for purchases of electrical equipment and materials.
- Supervises or trains project team members.

- Supervises the construction and maintenance of NDIA's Structures, with regards to electrical systems which includes offices pump, stations and generators
- Estimates material, labour and construction costs for budget preparation.
- Maintains electrical equipment.
- Works with a variety of technicians.

Requirements

Bachelor's Degree in Electrical Engineering from the University of Guyana or recognized Institution along with the minimum of two (2) years' experience

Or

Diploma in Electrical Engineering from a recognized institution along with seven (7) years' experience in the field.

Supervisory Responsibility

This job holder will be responsible for supervising at least one technician

Work Environment

While performing the duties of this job, the employee regularly works in the field setting

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Position Type/Expected Hours of Work

This is a full-time position. Monday to Friday but may be required to work weekends and beyond the call of duty as the need arises.

*Prepared by: Ms. Janel Blackman
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*Checked by: Mr. Fredrick Flatts
Chief Executive Officer
2021-07-14*

