**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 **Position Title :** Electrician

1.2 **Position Level :** Position Level12/13

1.3 **Occupational Group :** Administrative & Technical

1.4 **College/OVC** : Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION**

2.1 Performs skilled electrical work in the installation, maintenance, alteration, and repair of a variety of electrical systems and equipment related to light, heat, communications, and power at the college.

2.2 Work closely with other electricians to install and repair electrical systems.

2.3 Install circuit boards, outlets and other electrical equipment, troubleshoot electrical problems and make repairs accordingly.

2.4 Take inventory of tools and supplies and place orders based on future jobs.

**3. GENERAL ROLES & RESPONSIBILITIES**

* 1. Ability to perform electrical tests, read results and diagnoses and repair electrical problems.
	2. Inspect electrical components including transformers and circuit breakers.
	3. Use testing devices to identify and report electrical problems.
	4. Create records of materials used.
	5. Performing routine maintenance around the building such as fixing structural damage.
	6. Working on damaged electrical wiring when a shortage or severed wire occurs.
	7. Applying preventative measures to the building to reduce the risk of future problems.
	8. Fixing potential safety hazards to avoid injuries.
	9. Carry out any other task that may be assigned from time to time.

**4. SPECIFIC ROLES AND RESPONSIBILITIES**

* 1. Install, maintain and repair electrical control, wiring, and lighting systems.
	2. Read technical diagrams and blueprints.
	3. Perform general electrical maintenance.
	4. Inspect transformers and circuit breakers and other electrical components.
	5. Troubleshoot electrical issues using appropriate testing devices.
	6. Repair and replace equipment, electrical wiring, or fixtures.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS***:*

* 1. **Education:** Class-X with 2 years Certificate (VTI) OR Class-XII with Certificate
	2. **Experience:** Experience will be an added advantage for short-listing purpose
	3. **Knowledge, skills and abilities requirements**
		1. Skilled in carrying out routine works efficiently and effectively and is able to use handle Audio Visual and ICT equipments.
		2. Knowledge of rules and regulations pertaining to the area of work.
		3. Good communication skills in written as well as spoken at least in Dzongkha and English.
		4. Ability to organise information and maintain up-to-date information for administrative and management purposes.
		5. Ability to be courteous with strong [customer service skills](https://www.thebalancecareers.com/customer-service-skills-list-2062380) and able to handle matters in short notice.
		6. High level of knowledge in the area of responsibilities.
		7. Good inter-personal skills to garner support from relevant officials.