



LAUTOKA CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: ELECTRICIAN

CORPORATE INFORMATION

1. Position Level: Established Staff Position (Tech 4)
2. Number of Vacant Positions: 1
3. Remuneration: A competitive salary depending on qualifications and work experience will be offered to the successful candidate. This is an open contract position based on annual appraisals (performance reviews).
4. Duty Station: Depot
5. Reporting Responsibilities;
 - a) **Reports To:** Report to Team Leader Assets
 - b) **Liases with:** Head of Planning & Development, Team Leader Assets and all other Department Heads and Sub-Heads.
 - c) **Subordinates:** Depot Staffs
 - d) **External Relationships:** Heads of Departments, EFL, Electrical Contractors, waste contractors, etc.

ROLE PURPOSE

The Electrician is responsible for installing, maintaining, inspecting, troubleshooting, and repairing electrical systems and infrastructure within Lautoka City Council's buildings, facilities, and public assets.

The role ensures the safe, reliable, and efficient operation of electrical services, including street lighting and municipal electrical infrastructure, in compliance with Fiji electrical regulations, AS/NZS wiring standards, and workplace health and safety requirements.

The Electrician also supports council development projects, responds to electrical emergencies,

KEY RESPONSIBILITIES

- Install, maintain, and repair electrical wiring, lighting systems, and electrical equipment in council buildings and public facilities.
- Maintain and repair streetlights and other municipal electrical infrastructure.
- Inspect electrical systems and identify faults using appropriate testing equipment.
- Repair or replace defective wiring, switches, circuit breakers, sockets, and fixtures.
- Perform preventive maintenance to reduce equipment failures and downtime.
- Respond promptly to electrical emergencies and power failures.
- Read and interpret electrical drawings, schematics, and technical specifications.
- Ensure all electrical work complies with Fiji electrical regulations and AS/NZS wiring standards where applicable.
- Maintain accurate records of maintenance and repairs.
- Ensure safe use of tools, equipment, and personal protective equipment (PPE).
- Assist with installation of new electrical systems during council development projects.
- Perform any other duties assigned by supervisor

Knowledge & Experience

- Knowledge of electrical installation, maintenance, and repair principles.
- Knowledge of electrical wiring systems, lighting systems, distribution boards, and electrical equipment.
- Knowledge of street lighting systems and municipal electrical infrastructure.
- Knowledge of fault-finding and testing procedures using electrical testing equipment.
- Knowledge of preventive maintenance practices.
- Knowledge of electrical drawings, schematics, and technical specifications.
- Knowledge of Fiji Electrical Regulations and AS/NZS 3000 Wiring Rules and other relevant standards.
- Knowledge of workplace health and safety (WHS/OHS) requirements, including safe isolation (lockout/tagout) procedures.
- Knowledge of the safe use and maintenance of electrical tools, equipment, and PPE.
- Basic knowledge of maintenance record-keeping and reporting procedures.
- Experience in electrical installation, maintenance, and repair of buildings and public infrastructure.
- Experience in fault finding, testing, and preventive maintenance.
- Experience working with street lighting or municipal infrastructure is desirable.
- Experience working safely in accordance with electrical standards and regulations.

Skills & Abilities

- Ability to install, maintain, troubleshoot, and repair electrical systems and equipment.
- Strong fault diagnosis and problem-solving skills.
- Ability to use electrical testing and diagnostic equipment.
- Ability to read and interpret electrical plans, diagrams, and technical manuals.

- Good time management and organizational skills.
- Ability to respond effectively to electrical emergencies and power outages.
- Ability to maintain accurate maintenance records.
- Safe operation of tools, equipment, and elevated work platforms (cherry picker) where required.
- Good communication and teamwork skills.
- Ability to work independently with minimal supervision.
- High professional ethics and integrity
- Ability to work under pressure and deliver within timeframe

Essential Qualification:

- Trade Diploma in Electrical Engineering/Electrical Installation **with at least 3 years' relevant experience, or** Trade Certificate in Electrical Installation/Electrician Trade **with at least 5 years' relevant experience.**
- Valid Wireman's/Electrician's Licence (preferred).
- Valid Group 2 Driving Licence (manual preferred).

Other Requirements:

Ability to pass any required pre-employment medical examination, police clearance and background checks.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.