



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Maintenance Lead (Electrical)</b>
<b>JOB REFERENCE:</b>	ATOL/MLE 2023/01
<b>REPORTS TO:</b>	Manager Maintenance
<b>SECTION:</b>	Electrical/ULV
<b>DEPARTMENT:</b>	Technical & Maintenance

### JOB SUMMARY

Responsible for proper siting, installation, calibration, maintenance, resource planning, repair and overhaul of all electrical systems and allied equipment used by the Company.

### PRINCIPAL ACCOUNTABILITIES

- Ensure the organisation of resource maintenance and resource availability for a safe and secure operation of the Passenger Terminal Building while respecting all applicable norms and standards.
- Assist Management and other department Heads in planning preventive and corrective maintenance programs.
- Initiate daily operation procedures and make proposals for improving the Technical activities of the airport.
- Assist in defining and submitting the need for maintenance contracts improvement.
- Investigate complaints, disturbances, violations and to resolve problems according to rules, regulations or terms of contract.
- Ensure that any work which results in a change of a current layout and schematic has been immediately notified in writing and the document updated on site.
- Provide input into the preparation of the budget for the section and necessary assistance during procurement exercises.
- Organise work of subordinates under purview.
- Monitor activities of maintenance contractors.
- Monitor the work being undertaken by contractors taking necessary remedial actions to ensure full compliance with all relevant standards.
- Perform random checks on plants, technical rooms, equipment and vehicles.
- Participate in acceptance tests.
- Control regularly equipment and tools and define the tools/spare parts requirements after consultation with his team.
- Collaborate as experts in procurement processes.
- Ensure and take all Safety measures have been taken before executing any work.
- Ensure that all records on the Computerized Maintenance system are updated in a timely manner.

## PRINCIPAL ACCOUNTABILITIES

- Fill all documents and data in the library room.
- Attend site of work and faults.
- Monitor usage of tools and equipment.
- Oversee handing over/taking over procedures
- Adhere to prescribed technical instructions/work methods/standards and to ICAO standards..

## PERSON SPECIFICATION

### Knowledge:

- School Certificate or GCE O Level or equivalent
- HSC or GCE A Level with 3 A levels or equivalent including Physics and Mathematics.
- Degree in Electrical /Electronics Engineering or equivalent qualification.
- Holder of eligibility certificate from the Council of Registered Professional Engineers(Mauritius).
- At least 3 years' professional experience in maintenance of Electrical / Electronics systems of similar complexity as the airport.
- Fully computer literate and well versed in MS office packages (word, excel, powerpoint, outlook, etc.)
- Must have a valid driver's licence and maintain an acceptable, safe driving record.
- Experience reading and understanding engineering drawings, blueprints, schematics, and specifications

### Skills:

- Fast learner to be able to quickly grasp new concepts/processes
- Able to collaborate with various stakeholders at a time
- Must be a good team player with an impeccable honesty and integrity
- Must be able to manage various customer requirements within agreed timeframes
- Must be well organized and have structured planning skills.
- Must have an eye for detail.
- Must maintain a high level of professional appearance and conduct
- Ability to work at height

### Attitude:

- Have the ability and willingness to work within tight deadlines and odd hours including week-ends and public holidays
- To ensure discipline, proper behaviour and language at work.
- Must have a can do attitude and willing to go the extra mile to make things happen

## OTHER INFORMATION

### How to apply?

If you believe you have the right profile and can take up the challenge, please send the following documents by registered post **not later than 17 February 2023 at 15h30** local Mauritius time.

1. Motivation letter
2. Full resume/ CV
3. A photocopy of National Identity Card

4. Copies of educational certificates with letters of equivalences from the MQA as applicable.

**Applications should be addressed to:**

Human Resources Department  
Airport Terminal Operations Ltd  
Passenger Terminal Building  
SSR International Airport  
Plaine Magnien  
Mauritius

**Notes:**

- Successful candidates will initially be employed on contract basis for a period of one year with the possibility of permanent employment thereafter based on satisfactory performance.
- Job references should be specified on the envelope and your motivation letter.
- Only the best qualified candidates will be called for the interview.
- Applications received after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Prior to appointment successful candidates will be required to undergo a full medical examination to assess their suitability and will also be required to submit a certificate of character as per the Company Policy.
- Applicants should be of Mauritian Nationals.

ATOL reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

***An Equal Opportunity Employer***