



JOB DESCRIPTION

POSITION TITLE:	Maintenance Supervisor (Electrical)
JOB REFERENCE:	ATOL/MSE 2023/02
REPORTS TO:	Maintenance Lead
SECTION:	Electrical/ULV
DEPARTMENT:	Technical & Maintenance

JOB SUMMARY

Responsible for the efficient maintenance, resource planning, calibration, overhaul, repair and installation of all electrical systems and allied equipment.

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 Maintenance Lead (Electrical) in planning preventive and corrective maintenance programs.
- Participate in the upgrade and improvement of systems.
- Submit maintenance contracts improvement.
- Supervise preventive and corrective actions.
- Check 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.
- Update drawings and schematics on site
- Provide input into the preparation of the budget for the section and necessary assistance during procurement exercises.
- Provide technical advice and guidance to Maintenance Technicians/Senior Maintenance Technicians and ensure efficient organisation of works.
- Monitor activities of maintenance contractors.
- Participate in the supervision of the work of contractors.
- Perform random checks on plants, technical rooms, equipment and vehicles.
- Participate in acceptance tests.
- Monitor spare parts levels and carry out regular tools inventory.
- Participate in procurement processes.
- Ensure and take all Safety measures have been taken before executing any work.
- Update all records on the Computerized Maintenance system in a timely manner.
- Keep records and documents.
- Drive company vehicle to attend site of work and faults.
- Assist Maintenance Lead in all activities of the section.

PRINCIPAL ACCOUNTABILITIES

- Monitor usage of tools and equipment.
- Ensure that all handing over/taking over procedures are followed and recorded.
- Adhere to prescribed technical instructions/work methods/standards and to ICAO standards.

PERSON SPECIFICATION**Knowledge:**

- School Certificate or GCE O Level or equivalent
- Technician Diploma or National Diploma Level 6 in relevant field or acceptable equivalent qualification from a recognised Institution
- At least 5 years' experience in a supervisory role in maintenance of similar electrical systems
- 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 outside his/her expertise competencies.
- 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.
- Have strong analytical, critical thinking, organizational, planning and problem-solving 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