

Position Description

Vacancy Title: **Electrician and Air Conditioning System Technician**

Location: **Ranadi**

Reports To: **Senior Fleet and Properties Services Officer (v 0.00)**

Objective

The Electrician/AC Technician is primarily responsible for all installations, maintenance and repairs of electrical and HAVC (heating, ventilation and air conditioning) systems and equipment. This role ensures all Solomon Power residential and commercial buildings electrical systems complies with safety standards and regulations. The role collaborates with properties maintenance staffs and departments of Solomon Power to diagnose issues promptly and to implement effective solutions to ensure safety and continuous operational excellence of Solomon Power. The role reports to Senior Property and Fleet Manager.

Outcomes

Organisational Stakeholders

1. Electrical of Solomon Power Residential and Commercial Buildings ensured

- Accurate electrical equipment installation
 - Interpreting technical diagrams, adhering to electrical codes and safety standards, and collaborating with maintenance and construction teams to support operational continuity and compliance.
 - Installing electrical wiring, circuits and components as well as HVAC systems, including duct work, piping and control systems.
 - All installations, maintenances, troubleshooting, and repairing of electrical systems and components are reliable in its operations.

2. Heating, Ventilations and Air Conditioning systems operate efficiently and safe

- Air Conditioning System efficiently monitored,
 - Installing and connecting air conditioning, refrigeration and related equipment timely
 - Routine maintenance on electrical and HVAC systems to ensure optimal performance and longevity .
 - Installing, inspecting, maintaining, and repairing HVAC (Heating, Ventilation, and Air Conditioning) systems to ensure optimal climate control, energy efficiency, and indoor air quality.
- Regular diagnosing of system issues,
 - Diagnosing of HVAC system issues, performing preventive maintenance, and ensuring all work complies with safety regulations and industry standards to support a comfortable and safe environment within the organization
 - Troubleshooting/diagnosing and repairing electrical and HAVC system malfunctions using specialized tools and techniques.
 - Repair and Maintenance to replace faulty parts and or repairing wiring to ensure systems functions safely and efficiently.
- Hazard are Identified
 - Identifying and addressing potential electrical hazards.
- Adhered to Codes
 - Ensuring all work complies with relevant electrical and safety codes and standards.
 - Follow all safety protocols and procedures.
 - Complied with Solomon Power code of conduct and ethical standards, requirements, policies, processes and procedure

3. Repair and Maintenance Administration support

- Repair and Maintenance Administration
 - Maintaining accurate records of work performed, parts used and time spent on each job.
- Support in coordinating service requests
 - Scheduling maintenance activities, maintaining accurate records of repairs, liaising with vendors and technicians, and ensuring timely communication and documentation.
 - Ensures operational efficiency by facilitating smooth workflow processes, tracking maintenance schedules, and assisting in the management of repair-related documentation, thereby contributing to the overall reliability and safety of organizational assets.
 - Monitoring and managing all electrical supplies

4. Fully informed stakeholders

- Effective delivery of Property Services' quality commitment & service delivery to internal customers ensured
- Other units and team members are informed of repair and maintenance work plans and roll out timelines
- Weekly progress reports of key activities and tasks provided timely

5. A healthy, safe and OHS compliant Solomon Power

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Compliance with lawful direction given by Solomon Power with respect to health and safety matters under current Safety acts and regulations
- Ensure adherence to the requirements of the environmental systems
- Ensure compliance with specific environmental management procedures applicable to their work

6. Sol Power image and value standards demonstrated at all times

- Environment aligning deliverable to organisational values and strategic direction supported
- Organisational values and good corporate and governance practices are complied with whilst delivering outcomes
- Company policies and procedures including safety rules adhered to at all times
- Teamwork and good working relationships with managers and work colleagues are ensured
- Commercial confidentiality maintained at all times

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Trade Diploma	Electrical/Electronics/Communications, Electrician	

Work Knowledge and Experience

- At least 3 years in a similar role with excellent hands on experience analyzing and resolving complex electrical and HVAC issues.
- Understand current industry trends, technologies and best practices in both electrical and HVAC fields.

Requirements

Language Proficiency

- Excellent command of English (written and oral)
- Understands and speaks Pidgin English
- Strong verbal and written communication and interpersonal skills

Regulatory Compliance Requirements

- Driver's License
- Police Clearance
- Statutory testing certification/licence
- Medical Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Land Management Team	
	Fleet Officers	
	Operations	
External		
	Suppliers	
	Contractors	
	Other local vendors	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfils an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Reflective	Takes a thoughtful and deliberative approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach Certified Transcripts, Qualification Certificates, and other relevant documents. Addressed Application to: Chief Executive Officer, Solomon Islands Electricity Authority, P.O. Box 6, Honiara. Applications to be received by 4.00pm, Solomon Islands time, Friday 25 July 2025.

Contact for Enquiries

Contact Name: Andrew Tausema

Contact Email: Andrew.Tausema@solomonpower.com.sb

Further Contact Information: --

