



CAREER OPPORTUNITIES

Enemalta plc is the leading energy service provider in the Maltese Islands, entrusted with the distribution of electricity and the development of the national electricity distribution network.

We are committed to the ongoing development of a highly skilled, diligent team of staff to maintain an effective level of service to our customers. As part of this process, we are inviting motivated individuals interested in joining our Company to apply for the post of:

Distribution Tradesperson

(Jobsplus Permit No. 706/2017)

Further details about this position including key responsibilities and requisites are available hereunder.

If you are interested in this opportunity, kindly send an application letter and an updated CV to our Human Resources Department by email on hr.em@enemalta.com.mt, by not later than Wednesday 15th April 2020 (noon).

All applications will be acknowledged and treated in strictest confidence.

Enemalta plc

Administration Building, Church Wharf, Marsa MRS 1571

www.enemalta.com.mt



JOB DESCRIPTION

Post	Distribution Tradesperson
Reports to:	Principal Distribution Technical Officer (PDTO) or Senior Distribution Technical Officer (SDTO)
Supervision Received	Principal Distribution Technical Officer or Senior Distribution Technical Officer
Section/Division	Distribution Department

1. Basic Functions:

The Distribution Tradesperson shall work under the instructions of PDTO/SDTO as gang leader by carrying out all the work assigned to him by the PDTO/SDTO.

2. Position Objectives:

The Distribution Tradesperson shall carry out all works assigned to him assisted by the gang which he shall manage.

3. Duties:

3.1.0 **GENERAL**

- 3.1.1 Responsible for the gang and the work assigned to him and teaching of apprentices under his charge.
- 3.1.2 Switches OFF or ON low voltage circuits.
- 3.1.3 Carries tools etc.. to and from site of work.
- 3.1.4 Seals equipment and maintains custody of seals.
- 3.1.5 Performs driving duties to and from site of work.
- 3.1.6 Keeps vehicle clean and performs first level maintenance.
- 3.1.7 Must be able to read and write.
- 3.1.8 Carries out duties according to safety standards, Environmental standards and Enemalta Code of Practice in force at the time.
- 3.1.9 Carries out Cable attending Duties, interprets drawings and marks on site cables. Use of instruments may be required.

- 3.1.10 Carries out Low and High voltage, circuit plotting.
- 3.1.11 Carries out Collection of data, updating of records, drawings and liaisons with Drawing Office as necessary.
- 3.1.12 Inspects, reads and installs energy metering arrangements and equipment for all types of consumers.
- 3.1.13 Assisting Technical Officers as directed.
- 3.1.14 Will be given necessary training to be able to perform the various works listed as and when required.
- 3.1.15 Will be required to mark on plan or electronic equipment new service connection points and extension of overhead lines and underground cables.
- 3.1.16 Will be required to enter details of work carried out on appropriate forms as provided.
- 3.1.17 Will be required to make use of electronic equipment such as portable computer and PDA for executing of works mentioned in 3.1.1 to 3.1.16.
- 3.1.18 Carries out works in confined spaces including tunnels and basements and will still be entitled to allowances mentioned in his contract of employment.
- 3.1.19 Carries out minor civil works such as plastering, painting and holes of an approximate area of 30 x 30cm, using portable power tools.
- 3.1.20 Cleans, paints and performs necessary works in substations.
- 3.1.21 Carries out suspensions and reconnections for non payment of dues not to be carried out by the same person.
- 3.1.22 Carries out assembly and installation of LV busbar chambers.
- 3.1.23 Carries out transportation and assembly of fabricated scaffolding at site of works of approximately 6 meters high and certified by a competent person.
- 3.1.24 Attends with 3rd party personnel in S/Ss and DCs to inform them about safety hazards.
- 3.1.25 Phasing and initial testing of cables and overhead lines.
- 3.1.26 Designs, fabricates and assembles railings, cable trays and supports for cables.
- 3.1.27 Carries out tests for locating, isolating and repairing faults on equipment under his charge as directed by his superior.
- 3.1.28 Takes custody of material assigned to him. Organises same in gang rooms or vehicle. Keeps track of usage and reports on appropriate form or electronic device.
- 3.1.29 Carries out all the duties outlined in the job description of Assistant Distribution Tradesperson,
- 3.1.30 Collects standard fees/cheques from Enemalta customers and issues respective receipts on behalf of Enemalta plc following clearance from superiors, including but not limited to blown fuses, missing seals or deposit payments for objection to suspension of electricity supply,

- 3.1.31 Carries out manual collection of meter readings when and as required,
- 3.1.32 Makes use of provided hand or powered tools to carry out duties like minor civil works inside substations, basic opening near street lighting poles or feeder pillars for uncovering service cables and other related duties.

3.2.0 JOINTING WORKS

- 3.2.1 Making of any kind of joints and terminations both indoor and outdoor on 132 kV, 33kV, 11kV, 415 V and control cables in trenches, culverts, tunnels, cable trays and buildings.
- 3.2.2 Laying and repairing of above cables
- 3.2.3 Erection of switchgear, transformers and associated equipment in substations including medium voltage panel and connecting up of such equipment.
- 3.2.4 Installation and connection of earthing busbars in substations and distribution centres.
- 3.2.5 Must be able to use a multimeter, 500V insulation tester and to prepare High Voltage instruments for cable testing.
- 3.2.6 Supervising and coordinating of cable laying works
- 3.2.7 Be able to keep records in connection with his work as necessary
- 3.2.8 Carrying out of tests on low voltage underground cables for locating and isolating faulty cables.
- 3.2.9 Terminating of underground cable to service box and installing energy meters to consumers
- 3.2.10 Carries out jointing and termination works on 132kV,
- 3.2.11 Basic substation/DC roof maintenance including but not limited to laying of membrane and fixing of rain water pipes,
- 3.2.12 Installation of power, lighting and Distribution boards in substations leading to the commissioning of the complete project.

3.3.0 LINESMAN WORKS

3.3.1.0 LOW VOLTAGE WORKS BELOW AND INCLUDING 1000 V AC

- 3.3.1.1 Testing circuits using instruments before and after work assigned to him is carried out for safety and technical reasons.
- 3.3.1.2 Fixing brackets to walls and mounting of attachments to the brackets.
- 3.3.1.3 Erecting of poles and fixing of attachments to them.
- 3.3.1.4 Extending of overhead lines on brackets fixed to walls and poles and connecting same to live source making use of supplied safety/protective equipment.
- 3.3.1.5 Extending of service cable to consumers, connecting same to live source making use of

supplied safety/protective equipment, installing service boxes and energy meters.

- 3.3.1.6 Erecting of street lighting fixtures and connecting same to live source making use of supplied safety/protective equipment.
- 3.3.1.7 Carries out tests for locating, isolating and repairing faults on overhead lines.
- 3.3.1.8 Carries out electrical measurements using appropriate instruments.
- 3.3.1.9 Disconnecting and removing of lines, fixtures and services.
- 3.3.1.10 Keeps records of work assigned to him and results obtained from the field.
- 3.3.1.11 Regularly inspects and maintains normal working tools and safety equipment.

3.3.2.0 HIGH VOLTAGE WORK ABOVE 1000 V AC

- 3.3.2.1 Erecting of poles, towers, fixtures and Transformer Centers.
- 3.3.2.2 Extending of overhead lines on poles and towers and connecting to dead and earthing source.
- 3.3.2.3 Locates, isolates and repairs faults on lines connected to dead source.
- 3.3.3 Responsible for the keys to open and close District gang rooms and punch rooms during both normal and outside normal working hours,
- 3.3.4 Use PDA and other electronic equipment provided by the company to collect data from SMART meters from residential and industrial premises and download it as instructed by superiors.

3.4.0 ELECTRICAL FITTERS' WORKS

- 3.4.1 Erection and installation of 132kV, 33kV and 11kV switchgear and associated protection equipment and circuitry.
- 3.4.2 Erection and installation of Distribution Centre and Substation transformers including their ancillary equipment.
- 3.4.3 Installation of power, lighting, communication and security equipment in Distribution Centers and Substations. Installation and termination of power, control, communication and security cables and other work as necessary leading to the commissioning of complete projects.
- 3.4.4 Reads and interprets control, schematic and wiring diagrams.
- 3.4.5 Inspects, reads and installs energy metering arrangements and equipment for all types of consumers.
- 3.4.6 Maintains switchgear including circuit breakers, transformers, switches and panels and must be able to carry out decisive tests associated with such equipment.
- 3.4.7 Works on control circuitry, connects control and pilot cables, installs and tests relays, and installs, checks and commissions direct current circuits and equipment associated with

batteries in Distribution Centers and Substations.

- 3.4.8 Be able to work on oil plant and oil filled cable auxiliary maintenance works.
- 3.4.9 Carries out electrical tests and measurements using appropriate instruments and prepares high voltage testing equipment.
- 3.4.10 Keeps test results and records of work assigned to him and refers information to his superior.
- 3.4.11 Carries out the duties outlined in the job description of Electrical Distribution Technician (EDT),
- 3.4.12 Carries out installations and/or relocating of air conditioning units within substations and distribution centers including basic maintenance on such units, fault finding and necessary repairs,
- 3.4.13 Basic substation/DC roof maintenance including but not limited to laying of membrane and fixing of rain water pipes,
- 3.4.14 Carries out tests for insulation oil, SF6 Gas and other insulation medium used for High Voltage equipment.

4. Organizational Relationships:

4.1 Structural:

Engineer, Principal Distribution Technical Officer and Senior Distribution Technical Officer.

4.2 Responsibility:

He is to ensure the good and effective administration and control of personnel under his charge.

4.3 Accountability :

Accountable to his superior

4.4 Supervision :

Supervision of all personnel under his charge

5. Qualifications:

Applicants must be in possession of:

a) Electrical and Electronics Engineering Technician Part Certificate (Old Scheme of the City and Guilds)

OR

b) Electrical and Electronics Engineering Technician Diploma (New Scheme of the City and Guilds)

OR

c) Wireman's Licence "B". Applicants in possession of Wireman's Licence "A" will also be considered.

6. Experience:

Experience in electrical installation work will be considered an asset