

## SCHEDULE 1

### POSITION DESCRIPTION

<b>Position Title:</b>	Licensed Electrician	<b>Agreed by employee:</b>	
<b>Department Sections:</b> /	Facilities & Asset Maintenance	<b>Approved by employee manager:</b>	
<b>Division:</b>	Regional Airports	<b>Approved by MHR:</b>	
<b>Location:</b>	Gurney Airport, Alotau, Milne Bay Province	<b>Position Band:</b>	
<b>Reports to :</b>	Airport Operations Manager (Operationally) Manager Assets & Facilities (Technically)	<b>Date Prepared:</b>	1-Jun-26
<b>Direct Reports :</b>		<b>Evaluation Date:</b>	

#### POSITION SUMMARY:

The Licensed Electrician is responsible for ensuring the timely maintenance, repair, and operation of all airport electrical systems and infrastructure, including high-voltage and low-voltage networks, airfield ground lighting, terminal facilities, and associated equipment. The role supports the safe, reliable, and continuous operation of airport facilities by delivering preventative and corrective maintenance services in compliance with aviation standards, electrical regulations, and NAC policies.

#### KEY FUNCTIONS AND RESPONSIBILITIES:

##### Electrical Maintenance and Operations

- Perform preventative, corrective, and emergency maintenance on airport electrical infrastructure, including HV/LV systems, airfield lighting circuits, terminal buildings, and associated facilities.
- Maintain and repair airfield ground lighting systems, including runway, taxiway, threshold lighting, PAPI systems, rotating beacons, and other navigational aids.
- Conduct routine inspections and testing of electrical systems to ensure compliance with operational, safety, and regulatory requirements.
- Respond promptly to electrical faults, outages, and operational emergencies affecting airport services.
- Assets include:
  - Standby generators and Automatic Transfer Switches (ATS)
  - Uninterruptible Power Supply (UPS) systems
  - Solar power systems (where installed)
  - Fire alarm and detection systems
  - Access control system power infrastructure
  - CCTV power infrastructure
  - Terminal electrical distribution systems
  - Airfield lighting Constant Current Regulators (CCR)

##### Maintenance Planning and Asset Management

- Complete scheduled maintenance activities and ensure corrective maintenance works are carried out within agreed timeframes.

- Utilize NAC-approved Computerized Maintenance Management Systems (CMMS), including TechOne, Veoci, MaintainX, MEX, or other approved systems, to plan, execute, and record maintenance activities
- Assist in identifying, scoping, and planning future maintenance projects and asset improvement initiatives.
- Maintain accurate maintenance records, reports, and documentation for asset history and regulatory compliance.

### Safety, Compliance and Emergency Response

- Participate in safety meetings, toolbox talks, risk assessments, and hazard identification activities.
- Ensure compliance with electrical safety standards, airport operational requirements, and company policies and procedures.
- Identify and rectify unsafe conditions and immediately report hazards or operational risks that cannot be resolved.
- Participate in airport emergency response activities and provide technical support during operational and weather-related emergencies on a 24-hour, 7-day basis.
- Ensure all electrical maintenance activities comply with PNG Civil Aviation Rules (CAR Part 139), ICAO Annex 14, PNG Electrical Standards, manufacturer recommendations, and NAC policies and procedures.

### Leadership and Team Support

- Provide technical guidance, mentoring, and on-the-job training to team members where required.
- Promote a positive safety culture and teamwork environment through effective communication and professional conduct.
- Participate in training and development programs to maintain technical competency and support continuous improvement initiatives.

### **ESSENTIAL REQUIREMENTS:**

- Trade Certificate in Electrical Engineering, Electrical Trades, Industrial Electrical Maintenance, Power Systems, or an equivalent recognized electrical trade qualification. A Diploma qualification is desirable.
- Minimum 5 years' experience in industrial, utilities, airport, or infrastructure electrical maintenance environments.
- Current Electrical Licence or eligibility to obtain relevant electrical certification in accordance with PNG electrical regulations. High Voltage (HV) certification is highly desirable.
- Successful completion of recognised High Voltage (HV) training.
- Sound knowledge of HV/LV electrical systems, electrical installations, troubleshooting, testing, and maintenance practices.
- Experience with airfield ground lighting systems, navigational aids, or similar critical infrastructure is highly desirable.
- Ability to interpret electrical drawings, schematics, technical manuals, and specifications.
- Strong analytical, problem-solving, decision-making, and fault-finding skills.
- Excellent communication, interpersonal, leadership, and teamwork abilities.
- Ability to respond to emergencies, work after hours, and participate in on-call rosters as required.
- Demonstrated commitment to workplace safety, operational excellence, and continuous professional development.
- Physically fit and capable of working in operational airport environments, including outdoor work, confined spaces, elevated work platforms, and emergency response situations.

- Holder of a valid PNG Driver's Licence. Heavy Vehicle Licence or Class 6 endorsement is desirable.