

Scheme of Service Specified Under Regulation 15 of the
Public Service Commission Regulations, 1967

- Ministry:** Public Utilities (Energy Services Division)
- Post:** Tradesman's Assistant
- Salary:** Rs 3,795 x 105 - 4,215 x 110 - 4,875 x 125 - 5,375 x 150 - 5,825 (WMT 2)
- Effective Date:** 22 June 2001
- Qualifications:** *Apprenticeship* By appointment of Trade Apprentices at the Energy Services Division who have completed a period of at least two-year apprenticeship in the relevant trade covering practical on-the-job training and theoretical training at a recognised institution.
- Duties:** **ELECTRICAL**
1. To assist in –
 - (i) power, lighting and other electrical installations for building services according to regulations including outdoor electrical works;
 - (ii) the performance of maintenance work on all types of electrical power, lighting and other electrical installations including electrical equipment;
 - (iii) locating and removal of faults and repairs on electrical installations and electrical equipment;
 - (iv) carrying out periodic tests on electrical installations and equipment and taking the necessary precautions to ensure that electrical installations and equipment are safe;

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for Secretary for Public Service Affairs

Date..... 22 JUN 2001

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- (v) the proper use and care of all instruments, tools and materials in use in the trade;
 - (vi) the removal and return of materials from stores, using established procedures; and
 - (vii) the maintenance of services in government buildings.
2. To carry tools, materials, equipment as necessary.
 3. To attend to breakdowns and emergencies promptly outside office hours, whenever required.
 4. To assist senior staff in the performance of their duties.
 5. To perform such cognate duties as may be assigned.

PLANT MECHANIC

1. To assist in the cleaning and maintenance and repair tasks as follows:
 - (a) Cooling towers: check alignment of motors, grease bearings, remove scales and paints, and supply painting as necessary;
 - (b) Water chillers: check and adjust controls, repair refrigerant leaks, check and charge refrigerant, check and change oil, change oil filters and heater elements;

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- (c) repair of piping insulation, strainers, condenser and evaporator systems;
- (d) Fan coil units: clean filters, 3 way valves, chilled water pipes, check and drain trays and pipes;
- (e) Air compressor: check oil and carry out periodic servicing;
- (f) repair and adjust pneumatic controls and systems and dampers on duct work;
- (g) Air handling units: cleaning and maintenance of filters and filter coils, belts, bearing and thermostats;
- (h) Pumps and fans: dismantle and repair whenever required;
- (i) checking and maintenance of dosing equipment for water treatment;
- (j) repair of butterfly and other valves;
- (k) adjustment and welding of simple broken parts and pipes by arc/gas welding;
- (l) Incinerator: clean photocells, water spray nozzles, prime diesel and routine maintenance of burners;

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- (m) routine maintenance on diesel engine of standby generators; and
 - (n) cleaning, and maintenance of room air conditioners and dismantling and installing window and split units when necessary.
2. To assist in:
- (i) carrying out tests on plants and equipment;
 - (ii) the proper use and care of all instruments, tools and materials in use in the trade; and
 - (iii) the removal and return of materials from stores, using established procedures.
3. To carry tools, materials and equipment as necessary.
4. To assist senior staff in the performance of their duties.
5. To perform such cognate duties as may be assigned.

Note

Tradesman's Assistants may be required to work outside normal working hours including Sundays, Public Holidays and officially declared cyclone days.



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m. Q.
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for Secretary for Public Service Affairs

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