

Electrical Maintenance Engineer Job Description

- Schedule and undertake periodic maintenance on all electrical equipment, components, and installations
- Provide prompt response to inquiries whenever there is a breakdown, and resolve the issue as quickly as possible
- Ensure that equipments are in good working order so as to prevent disruption of activities
- Installation of fresh electrical components and fittings
- Recommend replacement for old or faulty electrical components or fittings to the management
- Assist in forecasting requirements, creating a budget and scheduling expenses for the electrical department
- Keep record of all stock and supplies, including company's electrical equipment
- Working in collaboration with the production team to formulate the best cost-effective manufacturing process
- Perform energy audit and recommend alternative sources of energy
- Help the organization to reduce energy costs
- Ensure that all electrical gadgets and instruments are switched off after close of work daily
- Fix and maintain lighting fixtures and fittings
- Troubleshoot machine breakdowns and provide preventive maintenance services
- Learn new skills and attend training programs in other to increase knowledge of trends and best practices in the industry
- Provide safe working environment for members of staff, and ensure electricity induced accidents and mishaps are prevented
- Take steps to prevent fire outbreaks by making appropriate recommendations to management

- Purchase electrical fittings and components or supervise the staff charged with the responsibility
- Provide 24 hours a day maintenance services or assign technical staff to do so
- Supervise electrical works when new projects are undertaken
- Support the company in increasing profitability by managing resources efficiently and making necessary recommendations.