

# EMPOWERING BERMUDA'S PROGRESS

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## Electrical Maintenance Planner

Bermuda Electric Light Company Limited (BELCO) is pleased to invite applications for Electrical Maintenance Planner. This position reports to the Maintenance Engineer in the Work Planning Business Centre in the Operations, Energy Supply (ES) Group.

### Job Description:

The Electrical Maintenance Planner will administer maintenance control functions: to evaluate, scope and prepare job packages, order material for planned work, schedule work requirements, maintain preventive and predictive schedules and records and to identify future maintenance requirements. Plan, coordinate and monitor maintenance activities. Review, monitor and improve maintenance methods and procedures. Liaise with other groups and outside vendors to discuss/resolve maintenance activities. Provide management with necessary reports on current and future labour fluctuations, equipment modification requirements, problem areas and recommendations.

### Education and Experience Requirements:

- Must have several years experience at the Specialist Electrical Fitter level maintaining electrical systems, instrumentation and controls of large diesel engines, gas turbines as organizational skills are very important
- Qualifications must include the successful completion of a recognized four or five year apprenticeship or equivalent
- Must possess good administrative, computer application and interpersonal skills
- Required to utilize a series of computer tools to perform planning and scheduling tasks

Please apply in writing by Tuesday, August 24 to:

Cheryl E. Minors

Sr. HR Coordinator, Operations Group

BELCO

P.O BOX HM 1026

Hamilton HM DX

E-mail: [cminors@sigma.bm](mailto:cminors@sigma.bm)

BELCO is a non-smoking facility and is a drug and alcohol free environment. The Company requires all successful applicants to pass a pre-employment drug and alcohol screening prior to an offer of employment.

The logo for BELCO, featuring the word "BELCO" in a bold, serif font, with horizontal lines above and below the text.

BELCO is committed to Equal Employment Opportunities

Power of the human spirit