

## JAL VAYU VIHAR

### ELECTRICIAN : DUTIES & RESPONSIBILITIES

1. Electrician is responsible to Secretary BOM through Manger for his day to day functioning.
2. Job of an electrician is considered as an essential service. Though he normally functions according to normal working hours, he has to attend any emergencies as and when they happen on instructions from Secretary. If any individual DU owner calls up during Non Working Hours the issue is to be escalated to Secretary.
3. Electrician is responsible for the safe custody and maintenance of all the Electronic/Electrical/Mechanical equipment like Audio Systems, UPS, Fogging Machines held by JVVHWA. He has to check the serviceability of audio equipment like amplifier, speaker and Micro phones, at least once in a month and enter the status in serviceability register. Similar action is to be done in respect of all the UPS located at various places in the colony and he has to check the availability of distilled water in all the UPS held and replenish them with distilled water
4. Electrician is responsible for attending all electrical complaints from residents. He has to attend minor repairs pertaining switches, fans, earthling problems etc. He has to collect Rs 20/- from each house after completion of the work and the same is to be deposited in office.
5. Electrician is not supposed to undertake major works like fitting of fans, Geysers or changing the wiring of entire house etc. Any such jobs are to be undertaken on Holidays or after working hours and relevant charges can be obtained from DU owners. BOM has no responsibility of any such works undertaken.
6. Electrician must have liaison with GHMC for Street Lights and TSSPDCL for Transformers and other problems concerned with Power.
7. Electrician must attend the office in time in uniform and leave the office after completion of Working hours.
8. Electrician should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
9. Working hours from 09.30 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only.
10. Electrician is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Electrician is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.
11. Electrician is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the Salary of Electrician.
12. Any other job assigned to him from time to time by the Board of Managers.

#### **ELECTRICIAN ADDITIONAL DUTIES:-**

13. Electrician has to take the water meter readings of all the dwelling units and extra rooms on 23<sup>rd</sup>, 24<sup>th</sup> 25<sup>th</sup> and 26<sup>th</sup> of every month. This task has to be completed under any circumstances whether it is a holiday or working days. In case of working days, he has to attend to all complaints first and then only he should undertake this task. If needed he has to stay beyond working hours and complete the task in stipulated time. For this task an additional amount of Rs 2000/- will be paid in addition to his salary.

14. Electrician has to give in writing Zero Reading Water Meters list with House Number soon after taking the readings to Water In charge and also to the Secretary. In addition he has to report any abnormalities noticed in Meter Readings to Secretary.
15. If Akash Ganga is let out for any function he must be available in Akash Ganga and liaison with any one of the Function Person. His responsibility is to support electrical, Water and PA system for the function.

**16. ADDITIONAL AMOUNTS PAID FOR AKASH GANGA DUTY**

**DAY DUTY ON HOLIDAYS STARTS FROM 06.00 AM to 06.00 PM**

An amount of Rs 300/- will be Paid for day duty up to Six hours.

An amount of Rs 500/- will be paid for day duty above six hours.

**NIGHT DUTY ON ANY DAY STARTS FROM 06.00 PM to 06.00 AM**

An amount of Rs 500/- will be paid for night duty up to six hours.

An amount of Rs 800/- will be paid for night duty above six hours.

**Date:**

**(V Gouripathi)**  
**WgCdr (Retd)**  
**President**  
**JVVHOWA**