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Job Title	<b>Electrician (Field Safety Representative)</b>
Department	Maintenance
Location	Terrace
Reports to	Maintenance Supervisor

### GENERAL DESCRIPTION

Reporting to the Maintenance Supervisor, the Electrician is involved in the performance of a variety of electrical maintenance, repair, alteration and installation tasks on buildings and equipment throughout the district including fire (and intrusion) alarm systems, HVAC, small appliances (e.g. vacuums, floor polishers, etc.); ensures the safe and efficient operation and maintenance of all district HVAC equipment (gas, oil and electric); designs and installs computerized remote access control panels and works as a member of a team to ensure the timely resolution of general district maintenance requirements (e.g. snow removal and mail delivery), in accordance with applicable regulations, policies and procedures)  
As the electrical Field Safety Representative,

### TYPICAL DUTIES & RESPONSIBILITIES

- Plans project layout (form inspections, drawings, specifications, blueprints); determines requirements (labour, materials); obtains necessary permits; initiates subsequent inspections
- Modifies, upgrades, repairs, tests and maintains electrical distribution systems
- Install, repairs, adjusts replaces and maintains distribution boards, fuse panels, switches, light fixtures, generators, fans, electrical motors, grounding lines, controls, etc.
- Troubleshoots and uses test instruments to detect defects or irregularities in wiring, switches, fuses light sockets and appliance connections
- Identifies major electrical concerns and recommends options; liaises with inspectors and resolves identified problems
- Installs, troubleshoots and services district heating and ventilating systems (e.g. responds to site queries re: operational problems such as no heat, fan broken); provides verbal instruction/advice to resolve monitors, repairs/replaces and maintains electrical motors, hydraulic seals and pumps, expansion tanks, fans, filters, compressors, impellers, pulleys, bearings; identified boiler problems

## TYPICAL DUTIES (CONTINUED)

for referral to contractor

- Installs troubleshoots and services district fire and intrusion alarm systems
- Designs and installs remote access computerized control systems; tailors software modules to site needs (e.g. reviews heating requirements, sets up parameters for control of physical plant operations)
- Removes and stores PCBs (i.e. ballasts)
- Prioritizes work and repair requisitions; prepares maintenance requisitions as required; coordinates and schedules work with classroom availability, other trades, etc.; prepares work status reports (e.g. labour, costs)
- Cleans, checks/confirms operational safety and performs routine maintenance on working equipment on a daily basis; recommends new/replacement equipment
- Maintains supply requirements and exercises Local Purchase Order Authority
- Schedules and performs ongoing preventative maintenance programs
- Provides technical guidance and assistance to other district staff as required
- Loads, transports and delivers equipment and materials to and from sites
- Assists in designing and cost estimating for projects as required
- Assists with or resolves a variety of maintenance problems as required
- Operates power drills, Hilti guns and drills, hydraulic lifts, conduit benders, jigsaws, electric meters, personal computers, (i.e. remote access controls), and other standard maintenance tools
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

**WORK EXPERIENCE REQUIREMENTS**

- Over 3 and up to 4 years apprenticeship and on-the-job training

**ACADEMIC QUALIFICATIONS**

- Certification as a Journeyman Electrician with an unrestricted license experience
- Completion of Grade 12 plus an additional 40 weeks classroom time to obtain certification described above
- Valid Field Safety Representative Certificate

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>