

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – ELECTRICIAN TQ/FIELD SAFETY REPRESENTATIVE-CLASS B

Rate of Pay: **Band # 17**

Location: **District Maintenance Shops**

SUMMARY

- Installs, alters, repairs, and maintains electrical systems and equipment and provides maintenance services related to the repair, alteration and construction of District buildings and equipment.
- Responsible for all electrical work and equipment performed in their area that conforms to all applicable codes, regulations and directives.

DUTIES & RESPONSIBILITIES

- installs, upgrades, maintains electrical, heating, ventilating and air conditioning systems and related controls, fire alarm systems, intrusion alarm systems, public address systems and clocks.
- ensures an annual electrical operating permit is maintained for all school district facilities.
- responsible for all annual inspection of all school district facilities.
- responsible and liable for the work performed by employees and contractors.
- installs, upgrades and maintains electrical services, lighting systems, switches and plugs.
- tests, analyses, verifies and repairs electrical problems in heating, ventilation, and air conditioning systems.
- reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress, and proposes changes in plans and schedules as required.
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools.
- prepares paperwork and files same for acquisition of the annual electrical permits required for District maintenance and operation.
- orders parts and equipment and maintains related paperwork.
- ensures quality workmanship and safety of work sites and maintains safety standards on completed work.
- directs and advises other employees pertaining to this trade.
- assists other maintenance staff as needed.
- assists in the cleanliness of the shop, work areas, warehouses and grounds.
- directs and advises other employees pertaining to this trade.
- may, on occasion, be required to perform other duties as assigned.

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate).
- valid B.C. Trades Certification as an Electrician and the required Field Safety Representative training.
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract.
- WHMIS 2015 and familiarity with WorkSafeBC safety procedures.

EXPERIENCE

- experience gained through Trades Qualification apprenticeship program inclusive of 2 years industry related experience.
- one additional year of experience as a certified electrician.

SKILLS & ABILITIES

- ability to read and interpret drawings and specifications.
- ability to perform a variety of skilled tasks in the installation and maintenance of electrical/electronic systems equipment.
- thorough & current knowledge of the standards, practices, regulations, methods, tools & equipment of the trade – this may require continued education to remain current with changes to code and safety regulations.
- ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information.
- ability to use judgment and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts.

- physical capability to perform the job duties.
- basic working knowledge of computers.