

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.
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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

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
- 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