

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE – ELECTRICIAN TQ

Rate of Pay: **Band 15**

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.

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
- 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
- loads and unloads vehicles and transports materials and equipment 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
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- valid B.C. Trades Certification as an Electrician
- 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 Work Safe BC (WCB) safety procedures

EXPERIENCE

- experience gained through Trades Qualification apprenticeship program inclusive of 2 years industry related experience

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 judgement 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

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.