

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE –ELECTRICIAN – APPRENTICE

Rate of Pay: **Band #**

Location: **District Maintenance Shops**

SUMMARY

- Work under the guidance and direction of the Journey Electrician with the installation, alteration, repair and maintenance of electrical systems and equipment and assist with providing maintenance services related to the repair, alteration and construction of District buildings and equipment.

DUTIES & RESPONSIBILITIES

- assist with the installation, upgrades, maintaining of electrical, heating, ventilating and air conditioning systems and related controls, fire alarm systems, intrusion alarm systems, public address systems and clocks
- Assist with the installation, upgrades & maintaining of 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
- 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)
- successful completion of Electrical - Entry Level Trades Training (ELTT)/Foundations Program
- 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

- three months related experience

SKILLS & ABILITIES

- ability to work in accordance with established procedures
- ability to use courtesy and tact in obtaining and/or handing out data or information
- thorough & current knowledge of the standards, practices, regulations, methods, tools & equipment of the trade
- 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.