



## **Job Title: Journeyman Electrician**

## **Department: Facility Services**

As a Division Electrician, under general supervision perform skilled electrical maintenance work in the installation, repair, alteration and maintenance of school Division buildings, facilities and performs related work as required. Provided trade recommendations to maximize the lifecycle of Division electrical and controls. Project assignments require working as a team with assigned contractors to supplement the Division's personnel. The nature of the work requires considerable independence of judgment within prescribed policies. The work may require strenuous physical effort in completion of duties alongside of Division personnel and assigned contractors.

### **1. Position Requirements**

- A High School Diploma
- Red Seal Journeyman Electrician Certificate
- Master Electrician designation (preferred)
- ABSA 5th Class Power Engineer or equivalent (preferred)
- Hold and maintain a valid class 5 Alberta drivers license
- Satisfactory Drivers Abstract
- Thorough knowledge of the applicable rules and regulations of safe driving

### **2. Relevant Education, Training & Experience**

- Experience sufficient to permit effective communications and related technical knowledge
- Controls systems training or Certification (fire alarm, security, HVAC, other electrical control systems)
- Ability to operate a vehicle with trailer
- A valid First Aid Certificate
- A valid WHMIS Certificate
- Mobile Aerial Work Platform Training
- Confined Space Entry and Rescue Training
- Transportation of Dangerous Goods Training
- Skid Steer Operator Training
- Fall Protection Training
- Ladder Safety Training
- Demonstrated aptitude in the operation of power hand tools, motorized equipment and vehicles
- Considerable knowledge of materials, tools, equipment methods and practices related to work
- Considerable knowledge of the rules and regulations governing the safe and proper practices for completing work
- Strong mechanical aptitude

### **3. Fitness and Abilities**

- Sufficient sight and hearing to perform related job duties
- Able to stand or walk for extended periods

- Able to lift and carry up to 22 kg independently and 22-31.5 kg with assistance
- Able to climb and work from 5 metre ladders
- Able to work in a highly active physical environment
- Must be physically capable of performing heavy manual labour for extended periods of time under various weather conditions

#### **4. Key Responsibilities**

- Responsible for providing a welcoming, safe, and caring environment
- Responsible for reporting hazards, safety concerns or issues to administration, the Coordinator of Operations and Maintenance and/or Director of Facilities
- Repair, install, service and maintain electrical systems, including but not limited to interior and exterior conduit, lighting and power circuits, motors, control equipment, bell, clock and alarm systems, power equipment and tools, heating, ventilating and air conditioning equipment and systems
- Repair or replace defective parts such as controls, thermostats, automatic switches, damper motors, relays, filters, belts and safety valves
- Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc
- Maintain and repair all elements of HVAC units, including but not limited to electrical, chemical and mechanical components
- Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment
- Inspect electrical equipment and installations for conformity with safety standards
- Program automated controls systems. Diagnose electrical failure for Division equipment and systems, and plan repairs
- Operate the computer controlled building management system
- Skill in the planning and coordination of work projects
- Reads and interprets drawings and specifications, determines materials, reports on work progress and proposes changes in plans and specifications as required
- Use hand and power tools and maintain and repair such equipment in a safe and serviceable manner
- Operate vehicles and equipment used in construction and building maintenance in a safe and courteous manner
- Professional conduct, appearance and attitude
- Ensures quality workmanship and safety of worksites
- Purchase and inventory supplies, materials and equipment
- Maintains the confidentiality of information seen or heard
- Assists in the cleanliness of the shop, work areas, warehouse and grounds
- Load or unload from vehicles; transports materials and equipment as required
- Adhere to work environment policies (OH&S, staffing, new equipment, etc.)
- Ensures quality workmanship and safety of worksites with Division personnel
- Adhere to and report all safety rules and regulations of the Division and Provincial Regulators are followed by personnel and contractors performing work for the Division to the Director of Facility Services or designate
- Perform other related duties as assigned by the Director of Facilities or designate

#### **5. Communication**

- Works with all staff communicating concerns through the appropriate channels

- Communicate effectively using courtesy, tact and discretion with maintenance staff, caretaking, school staff, students, parents and building users in the explanation and clarification of information
- Excellent communication skills both in written and oral format
- Ability to resolve conflict effectively
- Ability to maintain records as required

#### **6. Time Management**

- Effective use of time including setting of priorities, keeping to schedules, attendance and punctuality
- Prioritize time and work schedules effectively
- Respond to emergency calls as needed
- Assist other Facilities Services personnel in performance of their duties as required
- Strong people skills and the ability to prioritize

#### **7. Preventative Maintenance**

- Provide electrical and controls expertise in the maintenance of the Division's physical plants
- Examine electrical and controls systems and fixtures owned and operated by the Division and perform regular preventative maintenance for safety and appearance
- Work within the Division staff and contractors to ensure the timely resolution of general maintenance requirements

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