

JOB DESCRIPTION

Position	Electrician
Portfolio	Facilities
Reports To	Manager of Facility Operations
Location	Prairie Valley School Division Schools
Salary Range	Conditions of Employment

JOB PURPOSE
The Electrician is responsible for routine and preventative maintenance, trouble shooting of electrical components and controls, and electrical work on operational systems as well as minor renovations to help provide a safe environment for students, staff and the public.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Independently and accurately diagnose and repair electrical systems and components, audio and video systems and HVAC systems for problems or failures. • Test repaired equipment for proper performance and ensure that the work done meets specifications and legislated requirements. • Perform required and ad hoc safety inspections to evaluate condition, identify and complete necessary repairs and/or preventative maintenance routines. • Use judgment to complete assigned work in an efficient manner while maintaining safety considerations first and foremost. • Accurately complete all required tracking and records to comply with provincial and school division record keeping requirements including Asset Planner records. • Maintain a safe, clean, organized and productive work area and vehicle. • Responsibilities may be reviewed and assigned from time to time by the direct supervisor.
KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Ability to read and understand electrical technical schematics and manuals • Ability to understand and articulate problems and solutions verbally and in written form • Current knowledge of industry best practices and use of technology • Thorough working knowledge and adherence to safety standards, relevant building codes, and the Canadian Electrical Code • Ability to safely operate and use equipment, tools, and diagnostic equipment to trouble shoot and repair electrical systems • Strength and stamina required to work with heavy equipment and work in cramped or awkward

positions
COMPETENCIES
<ul style="list-style-type: none"> • Quality Orientation – Completes tasks keeping in mind all aspects involved regardless of magnitude, checking tasks and processes while having attention to detail. • Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them. • Service Orientation – Gives superior service to both internal and external clients by displaying professional and respectful behaviours in all interactions. Demonstrates commitment to clients by providing timely and proactive service. • Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. • Communication – Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect. • Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
QUALIFICATIONS
<ul style="list-style-type: none"> • Grade 12 diploma or equivalent. • A valid Journeyman Certificate • Minimum 3 years related experience in the electrical trade, in commercial electrical installations and maintenance of electrical and control systems
WORKING CONDITIONS
<ul style="list-style-type: none"> • 40 hours per week, 12 months per year • Conditions of Employment • Ability to perform physical labour including lifting heavy objects up to 50 lbs., moving equipment, stringing wire, working on a ladder and utilizing suitable equipment for handling of heavy or awkward loads • Extensive daily travel within the school division is required
DIRECT REPORTS
<ul style="list-style-type: none"> • N/A

Approved by:

Supervisor Name: Bob Ballantyne

Supervisor Title: Manager of Facility Operations

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

