

ROLE OF ELECTRICIAN

Background

Guided by the Division's mission, vision, values, beliefs/principles and motto, the Electrician will assist the Director of Facilities in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy. The Electrician will be responsible for the maintenance of electrical, security, life/ safety systems, including fire alarm systems on Division owned property and leased facilities in accordance with applicable Federal, Provincial and local codes, standards, and regulations.

Procedures

The Electrician is directly responsible and accountable to the Director of Facilities.

The Electrician will have specific responsibilities for:

1. Facilities Maintenance.
 - 1.1 Install, operate and maintain electrical systems in Division owned, operated and leased facilities in compliance with Federal and Provincial codes, Occupational Health and Safety Legislation, Worker's Compensation and other applicable codes and standards.
 - 1.2 Install, modify and operate facility security systems to meet code and insurance requirements.
 - 1.3 Install, modify and operate motor control equipment.
 - 1.4 Install, modify and operate electrical components of heating, ventilation and air conditioning systems.
 - 1.5 Troubleshoot, modify, and operate building management systems.
 - 1.6 Install and maintain Division wide CCTV system in conjunction with Information Technology (IT) department.
 - 1.7 Install IT network cabling and other IT network devices as required.
 - 1.8 Work with contractors to ensure completion of projects to Divisional standards.

- 1.9 Assist in developing and implementing energy saving technologies and procedures.
- 1.10 Assist in design and construction review of capital projects.
- 1.11 Utilize aerial platforms and ladders to work at height to maintain facility infrastructure.
- 1.12 Participate in an "On-Call" rotation for after hour and security related calls.
- 1.13 Perform other duties that may be assigned from time to time.

2. Preferred Skills

- 2.1 Grade 12 education and possession of a valid Alberta Journeyman Electrician Certificate.
- 2.2 A minimum of five years experience in the maintenance of institutional, commercial or industrial facilities is required.
- 2.3 Familiarity with federal and provincial codes and regulations (ie. Canadian Electrical Code, Alberta Fire Code, Alberta Building Code, Alberta Occupational Health and Safety Act, Code and Regulation) regarding building construction, renovation and fire and safety is necessary.
- 2.4 First Aid training is a requirement.
- 2.5 This position requires use of building management systems, computerized maintenance management systems, and Chrome web browser.
- 2.6 The Electrician must be self-motivated, possess good communication and organizational skills, be able to prioritize tasks and have a customer service focus.

References: Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act

Adopted: February 2023