

Class No.:	
Original Date:	
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Pay Group:	24

CLASS SPECIFICATION

MAINTENANCE WORKER 3 - ELECTRICIAN

NATURE AND SCOPE OF WORK

This is journeyman level electrical work. The incumbent is primarily responsible for the installation, alteration, maintenance and repair of electrical systems, fixtures and equipment, and for inspecting University buildings, grounds and equipment for the purpose of discovering and/or identifying areas needing attention. The incumbent receives directions from Facilities Supervisors and reports to the Manager, Facilities Operations.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Installs, maintains, modifies and repairs electrical fixtures and equipment including appliances, machinery, circuits, fiber optics, underground conduit, motors, relays, switches and control boxes.
- Detects and corrects breakdowns in electrical equipment and performs field repairs and adjustments, often in limited space and under adverse environmental conditions.
- Renovates or installs new wiring for electronic communications and maintains inventory of critical parts and supplies.
- Interprets and ensures compliance with electrical codes. Interprets blueprints and written instructions concerning construction, alteration, maintenance and repair projects; prepares and submits time and material estimates for projects.
- Coordinates work with Facilities Supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Acts as the University's registered field safety representative for annual electrical contractors permit

- Uses hand, bench and small power tools during electrical repairs.
- Ensures the workshop and work areas are tidy and well maintained, tools and other equipment are kept clean and in good condition at all times.
- Monitors services by inspecting buildings and facilities for cleanliness, supplies and safety precautions, and to ensure all are in good repair and order.
- Assists University security; performs routine checks on safety equipment, locks, doors and windows; locks and unlocks buildings as required.
- Assists and oversees the work of staff engaged in similar work, this may include an apprentice.
- Responds to enquiries from the general public and ensures safety procedures are followed.
- Drives vehicles as required.
- Assists in room set-ups.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of standard practices, materials, tools and equipment of the electrical trade.
- Thorough knowledge of electrical codes.
- Considerable knowledge of fire and safety hazards and precautionary measures related to the building and general maintenance trades; and of University physical security, fire and emergency systems and procedures.
- Working knowledge of the materials, methods, tools, equipment and procedures used in the painting, carpentry, and heating/air conditioning trades as well as building maintenance and custodial work.
- Working knowledge of e-mail applications.
- Ability to act as the University's registered representative for annual electrical contractors permit.
- Ability to understand and carry out oral and written regular and emergency instructions.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.

- Ability to climb ladders and work overhead and in cramped locations for extended periods of time.
- Ability to troubleshoot defects in machinery and equipment operation, make proper repairs and adjustments, and complete assignments.
- Ability to guide helpers and others to complete assignments.
- Ability to read and interpret blueprints and schematics, equipment diagrams, draw sketches of proposed projects, plan assignments, and estimate and order materials.
- Ability to stand/walk for up to seven hours per day; ability to safely lift, push and move items within Worksafe guidelines.
- Ability to plan, organize and carry out all tasks and responsibilities according to deadlines and departmental schedules.
- Ability to work with minimal supervision.
- Ability to use sound judgement with proven troubleshooting and organizational skills and abilities.
- Skill in the use and maintenance of a variety of hand and power tools, equipment and testing devices used in the electrical trade.
- Skill in manual dexterity.

REQUIRED TRAINING AND EXPERIENCE

- Completion of an apprenticeship in the electrical trade.
- Three years of experience working in the electrical trade.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- Certificate of trades qualification – electrician with an inter-provincial endorsement.
- Class B certificate of qualification as a field safety representative.
- Valid BC. driver's licence, Class 5.