

ELECTRICIAN

Division: 2 (Maintenance)

Reports to: Maintenance Supervisor

Job Summary

With minimal direction, the Electrician performs installation and maintenance of electrical systems. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Installs, maintains and repairs electrical systems in accordance with Provincial standards and prepares and files reports with the appropriate government agency.
- Ensures that electrical equipment complies with the B.C. Electrical Code.
- Plans basic renovations, including design work and estimating materials required.
- Coordinates workload of Trades Helpers or other maintenance employees.
- Supervises apprentices.
- Reports parts and supplies inventory levels.
- Reports work completed including time and material used.
- Cleans shop including emptying garbage cans.
- Performs other maintenance related or emergent duties.

Tools and Equipment Used

Specialized testing equipment, hand tools, power tools, aerial bucket, truck, ladder, scaffolding, hydraulic conduit bender and other electrician's equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- A valid B.C. or interprovincial Trades 1(A) Electrician Certificate.
- A valid B.C. Class 5 driver's licence.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work in confined areas and at heights.
- Ability to maintain close attention to detail.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with students, suppliers and other staff.
- Ability to effectively communicate both verbally and in writing.
- Ability to perform individually and as part of a team.

Originated: June 1, 1993

Reviewed: April 4, 2014

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