

**School District No. 53 (Okanagan Similkameen)  
Job Description**

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**JOB TITLE:** ELECTRICIAN

**JOB NUMBER:** 316

**RESPONSIBLE TO:** Director of Facilities

**JOB SUMMARY:** Under the supervision of the director of facilities, and the guidance of the leadhand, the electrician provides journeyman level skilled and technical electrical services, and assists other trades as required.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. install, modify, maintain and repair electrical systems, components and equipment;
2. repair, test, inspect and operate building control systems such as fire, intrusion and lighting;
3. read and interpret blueprints and construction drawings;
4. prioritize work assignments, order supplies/materials, recommend purchase of equipment, and initiate work orders;
5. determine appropriate methods and materials for timely and efficient project completion;
6. maintain records, forms and documents;
7. maintain a clean and safe work environment;
8. may be required to remove snow and ice, deliver/pick up mail, and respond to emergency call-outs for security and/or repairs;
9. keep current by participating in job-related training and staff development;
10. communicate positively and effectively, and interact as a collaborative and consultative team member;
11. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, Motor Vehicle Act, BC Electrical Code, and fire code;
12. maintain confidentiality; and
13. other duties as assigned including maintenance tasks related to other trades.

**REQUIRED QUALIFICATIONS:**

1. certification as electrician journeyman (as set out in the BC Industry Training Authority Act or equivalent inter-provincial technical qualifications), Class B Level Field Safety, ARC Flash, and Fire Alarm Systems, Inspections and Testing (ASCT), FSR;
2. BC Class 5 driver's licence and a safe driving record (driver abstract required);
3. thorough understanding of BC Electrical Code;
4. demonstrated understanding of computerized building management systems such as DDC, security, public address, and CCTV;
5. working knowledge of other maintenance and trades;
6. demonstrated computer skills;
7. demonstrated ability to work as part of a team;
8. effective communication skills in verbal, written and electronic format;
9. strong problem-solving and organization skills; and
10. physical ability to perform all aspects of the position.

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Note: Clear criminal record checks are required prior to employment with the district.