

School District No. 53 (Okanagan Similkameen)
Job Description

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. grade 12 plus 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);
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.

Rev July 2, 2010

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