

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: JOURNEYPERSON ELECTRICIAN

JOB SUMMARY: An employee hired to perform skilled electrical and maintenance work. Cross-trade co-operation will be expected. The employee is responsible to the Manager of Operations or designate.

QUALIFICATIONS REQUIRED:

1. British Columbia Journeyman Electrical certification (Red Seal)
2. British Columbia driver's license
3. Minimum four year's experience in the electrical trade
4. Computer skills would be an asset
5. Experience and/or certification of the following would be an asset:
 - DDC
 - FSR ticket
 - Fire alarm verification
 - Security systems
 - Telco knowledge

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Work under pressure, multi-task and meet deadlines.
3. Understand, keep current and apply guidelines, regulations, codes, and acts from various Ministries and/or enforcing agencies, pertaining to the position.
4. Be self-directed, work independently and/or work collegially in a team environment.
5. Work with disagreeable situations and adverse conditions from time to time.
6. Solve problems related to the job.
7. Read and understand specialized and technical material related to the position.
8. Maintain confidentiality.
9. Develop work methods in agreement with Manager of Operations or designate for assigned tasks.
10. Understand, keep current and apply guidelines, regulations, codes, and acts from various Ministries and/or enforcing agencies, pertaining to the position.
11. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Inspect, diagnose, maintain, and repair all district electrical, fire, security, heating, and communication systems new and old.
2. Ensure employee compliance to all guidelines, codes, regulations, and acts relating to the position.
3. Perform functions that include but are not limited to:
 - purchase supplies, parts, and equipment
 - prepare budget and inventory management
 - estimate and bill costs
 - supervise staff to assist on an assigned task
 - provide instruction and directions to staff, such as, security codes
4. Be available on call when required
5. Provide information to Manager of Operations or designate of potentially serious and/or dangerous situations.
6. Liaise with school district personnel, various Ministries and enforcing agencies, inspectors, and general contractors.
7. Maintain, clean, service, adjust or repair tools and equipment related to the position.
8. Assist with the technical design of new buildings and renovations.
9. Perform other job-related duties.