



## School District #54 (Bulkley Valley)

### JOB DESCRIPTION

#### MAINTENANCE – ELECTRICIAN

Location: District

#### SUMMARY:

Reporting to the Maintenance Manager, the Electrician, performs maintenance, repair, alteration and installation tasks including renovations and modifications on electrical and electronic systems. Performs minor elements of other trades. Required to work with a high degree of independence on assigned projects. Plans and coordinates projects and makes decisions independently.

#### TYPICAL DUTIES and RESPONSIBILITIES

- Maintains and repairs electrical, heating, ventilation, DDC and air conditioning systems and related controls, fire alarm systems, intrusion alarm systems, building access and security, public address systems and phones.
- Plans projects and material requirements and develops layouts of new installations and alterations from drawings, sketches and/or specifications.
- Performs work in accordance with applicable statutes, regulations and codes.
- Loads and unloads vehicles and transports materials and equipment.
- Prepares paperwork and files for the acquisition of the annual electrical permits required for District maintenance and operation.
- Reports on parts and supplies inventory levels. Orders parts and equipment.
- Ensures quality workmanship and safety of work sites and maintains safety standards on completed work
- Maintains tools, equipment and a clean, safe work environment. Reports unsafe conditions.
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. snow removal, mail delivery, equipment & furniture deliveries, temporary structures removal and set-up, etc.)

#### QUALIFICATIONS:

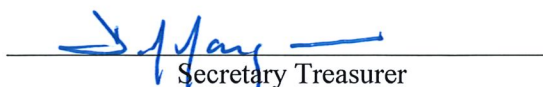
- Completion of Grade 12 (Dogwood Certificate)
- Interprovincial Trade Certification as an Electrician (includes in-class training and apprenticeship training).
- Valid Field Safety Representative (FSR) Certification
- 5 years of related experience
- Provides the basic tools common to this trade
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical capability to perform the job duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

  
Cindy O'Halligan  
CUPE Job Description Committee

  
Lana Demoline  
CUPE Job Description Committee

  
Secretary Treasurer