



JOB DESCRIPTION

JOB TITLE	Electrician
JOB GROUP	CUPE 4222A
JOB CLASSIFICATION	Category 1
DEPARTMENT	Facility Services, Organizational Support Services
SUPERVISOR	Maintenance Leader

POSITION SUMMARY

Under the direction of the Maintenance Leader or designate, the Electrician is responsible to perform skilled electrical-related work within board facilities, including the implementation, installation, maintenance, repairs, inspections and troubleshooting of electrical power distribution systems, electrical equipment, end devices and other related processes at a variety of locations; ensuring work is performed in a safe and effective manner. The incumbent conducts the duties of an Electrician as laid out by the Ontario College of Trades and Apprenticeship Act and in accordance with the Ontario Electrical Code and By-Laws to protect against injury, facility damage and school day losses.

DUTIES AND RESPONSIBILITIES

Electrical Installation/Maintenance/Repair and Diagnostics

- Fabricate, install, maintain, alter, document, inspect, test, troubleshoot and perform preventative maintenance on, including but not limited to:
 - High voltage equipment, such as: transformers, switch gear, breakers, chillers, chiller starters, and cable systems.
 - Battery operated egress lighting systems
 - Electrical distribution systems and equipment such as: branch wiring and end devices, motor starters, variable frequency drives, contactors, electrical heating devices, all types of lighting equipment.
- As directed, collaborate with the Electrical Safety Authority Inspector.
- Read, interpret, and adjust drawings, diagrams, specifications, and codes to determine layout, type and size of materials and tools to use
- Ensure accurate records management as required.
- Respond to all emergencies regarding electrical systems.
- Operate a Board vehicle meeting all safety and maintenance guidelines.
- Performs other duties as assigned by the Maintenance Leader.

System Support

- Assist in enhancing customer satisfaction through meeting with school staff and supervisors, suppliers and contractors to provide cost estimate, schedule work, and outline safety requirements.
- Assist other skilled tradespeople with projects and heavy equipment.
- Check work of other maintenance staff and contractors.

- Order materials from suppliers and reconcile purchasing card statements.
- Prepare time sheet and work orders.
- Receive, track, monitor and report status of maintenance work orders within Computer Maintenance Management System (CMMS).
- Maintain all assigned tools and arrange for repair or replacement where required.
- Ensure the manner in which work is performed complies with TVDSB and legislated policies, procedures, practices, guidelines and work instructions and any other applicable requirements.

EDUCATION AND REGISTRATION

- Ontario Secondary School Diploma or equivalent.
- Completion of Ontario College of Trades Electrician – Construction and Maintenance (309A) Program (or Provincial/Territorial equivalent with Red Seal Endorsement (RSE))
- Certified and Registered Electrician - Construction and Maintenance (309A) as recognized by the Ontario College of Trades (or Provincial/Territorial equivalent with Red Seal Endorsement (RSE))
- Maintain a valid Ontario Drivers' License
- First Aid Certificate including CPR where required

- Preferred: Certified and Registered Fire Alarm Technician as recognized by the Canadian Fire Alarm Association.

The incumbent is required to keep up to date on all licenses and in special areas and developments in the electrical sector.

EXPERIENCE

Five (5) years previous work-related experience working as an Electrician in a large commercial, industrial or institutional setting.

This position requires a clean drivers abstract.