



## **JOB DESCRIPTION**

**SITE/LOCATION:** Facilities

**TITLE:** Electrical Systems Technician

**IMMEDIATE SUPERVISOR:** Area Supervisor

**REVISION DATE:** September 1, 2006

**EMPLOYEE GROUP:** C.U.P.E.

### **POSITION SUMMARY:**

Under the supervision of the Area Supervisor or designate, responsible for all electrical maintenance aspects of the plant, buildings, grounds and related equipment of the school(s). In partnership with the Area Supervisor, prioritizes work requests as to need and urgency. May be assigned to system maintenance work as required by the Area Supervisor(s).

### **QUALIFICATIONS:**

Grade 12 education or equivalent, as well as a valid electrical trade certificate required. Experience in electrical repairs is necessary. A valid Class G driver's license is essential. Must be able to work independently as well as in a team environment. Good organizational, communication and interpersonal skills are essential.

### **SPECIFIC DUTIES:**

1. Communicates with Area Supervisor on a daily basis to ensure safe and secure facilities, equipment and grounds.
2. Responsible for the operation, repair and maintenance of all control systems, fire alarms systems, security/video surveillance systems, public address systems and the electrical distribution within all schools.
3. Seeks appropriate guidance from Area Supervisor(s) with regard to building acts and regulations and Facilities budget expenditures.
4. Performs maintenance and repairs to electrical facility systems, including but not limited to lighting, heating, security, public address, electrical, equipment and air handling apparatus.
5. Interprets problems and applies skills, knowledge and judgment to correct situations.

6. Responsible for ensuring that safety practices are constantly adhered to while performing any duties.
7. Purchases regular materials, supplies and equipment for repairs and construction. Advises and seeks approval from Area Supervisor when larger expenditures are required.
8. Attends to emergency calls from Principal(s), Fire or Police Department, as required.
9. Prepares reports as required (i.e. vandalism report, energy consumption, repairs, equipment service and maintenance log, surveillance tapes, etc.)
10. Assigns duties to students/helpers and provides guidance or training if necessary.
11. Responsible for operating and maintaining board vehicles in a safe manner.
12. Investigates unauthorized activities in or on grounds of school and reports subsequent problems to supervisor and proper authorities, including vandalism, break-ins and fire alarms.
13. Maintains systems to provide for regular preventative maintenance and related records.
14. Responsible for the daily monitoring/evaluation of building environment and efficient operation through control systems, trending information, responding to alarms, establishing occupancy and holiday scheduling within control program for individual schools.
15. Performs housekeeping in their work areas.
16. Other related duties as assigned.

**WORKING CONDITIONS:**

Incumbent works in school/office setting which is a generally agreeable atmosphere. Regular outdoor work is often required. Moderate with regular heavy physical effort normally required including routine walking, dynamic standing to perform duties and regular pushing/pulling of equipment, regular bending/stooping and reaching forward from knee to shoulder height and above shoulder height. Occasional heavy effort may be required in carrying or stocking supplies and/or moving equipment. Constant visual concentration is necessary. Frequent handling and gripping.

**This description is intended to be generic in nature. It is understood that all employees do not necessarily perform the same duties.**