



**School District #54 (Bulkley Valley)**  
**JOB DESCRIPTION**

**MAINTENANCE – ELECTRICIAN**  
Location: District

**SUMMARY:**

Reporting to the Maintenance Supervisor, the Electrician, using District vehicles, equipment and tools, provides a broad range of electrical and maintenance services to District facilities and equipment, including but not limited to installations and repairs.

**DUTIES**

- Maintains and repairs electrical, heating, ventilation, DDC and air conditioning systems and related controls, fire alarm systems, intrusion alarm systems, public address systems, phone systems and clocks
- Installs, upgrades and maintains electrical services, lighting systems, switches and plugs
- Reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress and proposes changes in plans and schedules as required
- Inspects and maintains district electrical equipment as per the current electrical code and regulations
- Loads and unloads vehicles; transports materials and equipment as required
- Prepares paperwork and files for the acquisition of the annual electrical permits required for District maintenance and operation
- Orders parts and equipment and maintains related paperwork
- Ensures quality workmanship and safety of work sites and maintains safety standards on completed work
- Supervises and advises other employees pertaining to this trade
- Afternoon shift during the school year may be required
- Assists in the cleanliness of shop, work areas, warehouses and grounds
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- 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.)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Valid BC Trade Certification as an Electrician
- Valid Field Safety Representative (FSR) Certification
- 5 years of related experience
- Basic knowledge of computers
- Provides the basic tools common to this trade
- Thorough and current knowledge of the standards, practices, regulations, method, tools and equipment of the trade
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- 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:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer