**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: ELECTRICIAN - JOURNEYPERSON**

**Immediate Supervisor: ASSISTANT MANAGER, MAINTENANCE**

**Core Function:**

Under the general supervision of the Assistant Manager, Maintenance, the Electrician applies technical expertise in the installation, maintenance, repair and inspection of electrical systems in school division properties.

**Duties and Responsibilities:**

1. Operating from oral or written work orders, examines wiring diagrams or blueprints to determine and perform the correct layout, assembly, installation or revamping of electrical wiring and related equipment in accordance with appropriate codes.
2. Utilizes power and hand tools to cut, drill, mount, thread, bend, fasten, disconnect, adjust, clean and otherwise install or service and maintain electrical distribution systems.
3. Installs panel boxes, breakers, light switch, outlet and junction boxes. Threads wire through conduit or service spaces and strips insulation from terminal ends.
4. Installs, removes or replaces switches, lighting fixtures and components, plugs, motors, transformers, detectors, sensors and related equipment.
5. Splice wires by twisting, soldering, crimping, applying terminal caps or tape.
6. Connects power supply and grounding lines; examines and performs tests using continuity and other standard instrumentation to ensure electrical compatibility; identifies defects, malfunctions, loose terminal connections, faulty circuit breakers or fuses and ensures proper and safe functioning of electrified systems.
7. In conjunction with other system personnel, develops and performs preventative maintenance schedules and programs. Provides advice and instruction on proper care, operation, and upkeep of electrical systems to system staff. May, at times, be required to work afternoon or weekend shifts in order to achieve organizational objectives.
8. Assesses machine assemblies, disassembles, examines repairs, cleans and replaces damaged or defective circuits, breakers, relays, switches, fuses, light sockets, plugs, appliance cords, light fixtures, appliances, motors, controls and other electrical devices. Reassembles and checks for proper operation.
9. Reviews trouble reports to diagnose recurring problems and provides assistance to administrative staff in determining corrective action respecting overloads, systems requiring upgrading, replacement, removal, major repair or service from the electric utility provider.
10. Exercises tact and diplomacy to alleviate concerns of staff, students and the public in situations where the work or situation being performed may be of inconvenience, restrict entry or exit, or render equipment or facilities partially unusable or unsafe.
11. Prepares reports of work performed, materials and supplies used or required;
12. Performs such other duties as may be required to meet organizational objectives and deadlines.

**Qualifications**:

1. Grade XII plus a Saskatchewan accepted Journeyperson's status in the Electrical trade.
2. A minimum of five years of directly related experience as a journeyperson, preferably in electrical construction and maintenance.
3. The ability to work effectively with a minimum of supervision.
4. Possession of a valid Saskatchewan driver's license is required.

November, 2015