

Vancouver Island West School District 84

Job Description

Electrician

Summary

Under the direction, supervision and evaluation of the Operations Supervisor, installs, alters, repairs and maintains electrical systems and equipment and provides electrical services related to the maintenance, alteration and construction of District buildings and equipment.

Duties

- Installs, upgrades and maintains electrical heating systems and controls, fire alarm systems, intrusion alarm systems, and public address systems.
- Installs, upgrades and maintains electrical services, lighting systems, switches and plugs.
- Signs annual electrical permit.
- Reads and interprets drawings and specifications, determines material requirements, lays out projects, reports on work in progress, and proposes changes in plans and schedules as required.
- Directs and advises other employees pertaining to this trade.
- Performs duties in areas such as mechanical, electrical and plumbing systems.
- Maintains preventative maintenance records.
- Assumes responsibility, when required, or assists in other areas of the District Maintenance program including groundskeeping, minor and major clean-up and/or repairs to District buildings and equipment, sewers and drains.
- Operates District vehicles and equipment such as trucks, vans, power mower including a variety of hand tools.
- Assumes responsibility, when required, or assists in the cleanliness of the shop, work areas, warehouses and grounds.
- Loads and unloads vehicles, transports materials and equipment as required and as related to job duties.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with WHMIS and WCB safety procedures.
- May be required to perform other job-related duties as assigned.

Qualifications

- Grade 12 or equivalent.
- Valid BC Trade Qualification certification as an Electrician (Class B).
- Two years of relevant experience at the journeyman level.
- Valid Class 5 BC driver's license.
- Competent in the use and care of tools and equipment common to this trade.
- Physical capability to perform the job duties.