

Position: Maintenance Electrician

Department: Maintenance Department

Reports To: Maintenance Supervisor

JOB SUMMARY

The Maintenance Electrician contributes to the overall goals and objectives of the Division by providing maintenance services to ensure the effective physical operation of all Division buildings. This position involves performing trades and general maintenance duties required for the repair and maintenance of, and new construction in, Division buildings, while ensuring all work meets regulatory and legislative requirements and follows Safe Work Procedures.

PRIMARY RESPONSIBILITIES

Building Maintenance & Construction

- Plan and perform trades and general maintenance duties required for repair/maintenance and new construction in Division buildings.
- Communicate building maintenance materials required to the Maintenance Supervisor.
- Ensure all maintenance and new construction meets regulatory and legislative requirements (e.g., building codes and electrical codes) and follows Safe Work Procedures.
- Work to guarantee all Safe Work Procedures as per the Workplace Safety and Health Program are met.

Administration

- Process maintenance work orders and complete administrative activities required in maintenance operations and projects.
- Plan, participate, complete and/or assist the Maintenance Supervisor or other maintenance staff in organizing and performing building project/building maintenance activities.
- Maintain materials and supplies inventory and inventory systems in the designated trades area.

Communication

- Advise the Supervisor of Maintenance of any situations that are unusual as they relate to building maintenance and repair.
- Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers and administration staff.
- Receive, refer and respond to inquiries, complaints and requests as required.
- Perform other job-related duties as required and/or assigned by the Maintenance Supervisor.

POSITION QUALIFICATIONS

Required Education and Experience

- Graduation from Grade 12 and completion of a recognized trades program or equivalent.
- Journeyperson Construction Electrician License.
- Valid Class 5 Drivers License.
- A minimum of three years of prior work-related trades experience or equivalent is required.

Required Knowledge, Skills, and Abilities

- The ability to work unsupervised and as a team member.
- Ability to communicate effectively with people both orally and in writing.
- The ability to work effectively under pressure, within defined timeframes and with a variety of people in a team environment.
- Ability to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Preferred Qualifications

- Current WHMIS training and certification.
- A working knowledge of the Manitoba Electrical Code.
- Ability to read blueprints.
- Knowledge of the Building Code.

COMPETENCIES

Organizational

- Adherence to Standards: Ensures all work meets regulatory and legislative requirements (e.g., building and electrical codes) and follows Safe Work Procedures.
- Communication & Relationship Building: Effectively communicates and maintains positive relationships with colleagues, Division staff, suppliers, and administration staff.
- Teamwork: Contributes effectively as a team member and works collaboratively in a team environment.

Role Specific

- Technical Proficiency: Demonstrates strong skills in various computer software applications (e.g., Metasys Program for building controls) and possesses the necessary trades knowledge and skills to plan and perform electrical maintenance, repairs, and new construction.

- Planning & Execution: Able to plan and perform trades and general maintenance duties, and assist in scheduling building project activities.
- Resource Management: Maintains materials and supplies inventory and inventory systems.
- Problem Solving: Identifies unusual/unsafe situations and communicates needed repairs to the Maintenance Supervisor.
- Autonomy & Adaptability: Capable of working independently, being flexible, and adjusting to changing work assignments.

WORK CONDITIONS

Physical Demands

- Requires moderate intensity physical effort, potentially for more than two hours per day.
- Tasks may require working in tandem with another electrician for Workplace Safety and Health requirements.

Environment

- Work primarily takes place in various School Division buildings.
- The role involves occasional exposure to disagreeable elements.
- The incumbent is required to work effectively under pressure and within defined timeframes.
- Requires flexibility and the ability to adjust to changing work assignments.
- The position may require being called in to work for major ice or snowstorms, or high-volume/high-risk work orders to ensure property safety.