

# JOB DESCRIPTION

**POSITION TITLE:** MAINTENANCE WORKER – JOURNEYPerson - ELECTRICIAN

**REPORTS DIRECTLY TO:** MAINTENANCE SUPERVISOR

**REPORTS INDIRECTLY TO:** FACILITIES PLANNER

**DIRECT REPORT:** N/A

**ORGANIZATION:** PRAIRIE SPIRIT SCHOOL DIVISION NO. 206  
WARMAN, SASKATCHEWAN

**DATE:** MAY, 2012

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## ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

## THE POSITION

The Maintenance Worker-Journeyman Electrician works collaboratively as part of the maintenance team to keep our facilities in good repair by ensuring all electrical work is completed according to the required standards and by providing assistance in other building maintenance areas.

## KEY ACCOUNTABILITIES

### Accountability: Technical (95%)

- Practice safe work habits at all times.
- Complete tasks that pertain directly to the trade in which the journeyman certificate is held as identified on work orders or at the direction of your supervisor.
- Inspect and certify work done by non-journeyman personnel in the area that directly pertains to the journeyman certificate held.
- Tasks, according to the certificate held, may include but are not limited to:
  - Preventative Maintenance on the building systems that pertain to the electrical trade
  - Reactive response to emergency situations
  - Repair and maintenance of HVAC systems
  - Controls calibration and installation
  - All aspects of electrical work including service work and new installation of equipment and circuitry.

**Accountability: Maintenance and Repairs (5%)**

- Complete tasks as identified in instructions conveyed by work orders or by direction of Maintenance Supervisor.
- Perform routine maintenance on Division facilities and grounds.
- Occasional coordination of projects big or small
- Tasks may include but are not limited to:
  - Roof repairs and maintenance (i.e. patch repairs to flashing, etc.).
  - Hardware repair, adjustment and replacement.
  - Window repairs/replacement.
  - Floor repair and replacement.
  - Suspended ceiling repair and new installation.
  - New construction, carpentry, carpentry renovations, carpentry repair.
  - Drywall preparation and painting.
  - Playground equipment repair and installation of new equipment.
  - Fence repairs/replacement.
  - General welding and metal fabrication.
  - Equipment repair and maintenance.
  - Millwork fabrication and installation.
  - Concrete forming, placement and finishing.

**SKILL & COMPETENCY REQUIREMENTS**

- Ability to work with minimal supervision.
- Ability to safely operate tools and equipment required to perform assigned work such as miscellaneous hand tools, power tools (skill saws, drills).
- Ability to work as a team player.
- Ability to display a positive work attitude.
- Ability to produce quality electrical work
- Ability to plan and expedite work as it pertains to assigned projects.
- Ability to work cooperatively with other trades and contracted personnel.
- Ability to read plans and interpret specifications.
- Skill in the use of assigned tools and equipment (power tools, etc.).
- Ability to do Heavy Work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).

**EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Possess an Electrician Journeyman Certificate
- Minimum of three years of experience in the electrical trade
- Valid driver's license.
- Related training or experience would be a definite asset in all areas of building maintenance or construction.