



ELECTRICIAN TEAM LEAD

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Director of Operations, the Electrician Team Lead supervises and controls the work of personnel assigned to electrical maintenance activities and carries out electrical work. This position also acts as Field Safety Representative for School District 72. This position plans, supervises, organizes, and coordinates the trades, maintenance, and administration operations. The Electrician Team Lead works with a high degree of independence on assigned projects including planning and project coordination of projects.

SPECIFIC RESPONSIBILITIES

- Supervises and controls the work of personnel assigned to electrical maintenance activities to ensure achievement of established standards.
- Acts as Field Safety Representative for School District 72, including testing and evaluation of new products and equipment and developing technical standards for maintenance procedures.
- Carries out electrical work including the use of various powered equipment.
- Works from oral and/or written instruction and to established procedures.
- Uses hand and power tools/equipment and materials associated with performing assigned duties, cleans and stores tools and equipment as required.
- Assists other skilled staff and completes general tasks.
- Develops a close liaison with other staff so that a team approach is developed in the operation of schools and electrical maintenance work.
- Maintains a satisfactory relationship with school administration, staff and students.
- Responds to emergency situations when required.
- Assists in selection of job applicants.
- First approval of departmental absences, time sheets, and invoice approvals for final approval by supervisor.
- Responsible for low value purchasing of materials and supplies.
- Other duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Must hold a valid B.C. TQ and/or interprovincial TQ ticket as an electrician.
- Must have Field Safety Representative Class B, Max. 750 Volts Certification.
- Must have the ability to read and write English, preferably have Grade 12 diploma.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Be physically capable and prepared to perform all facets of Maintenance Trades work.
- Minimum of two years of recent experience in data and power wiring.
- Have a clear understanding of all procedures and equipment.
- Ability to establish and maintain a satisfactory relationship with school administration, parents, staff and students.
- Physical ability to perform heavy lifting.
- Ability to work at heights including a ladder or scaffold.
- Ability to operate using protective equipment related equipment.
- Ability to organize work.
- Valid B.C. Driver's License: Class 5 minimum.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Must hold a valid B.C. TQ and/or interprovincial TQ ticket as an electrician.
- Must have Field Safety Representative Class B, Max. 750 Volts Certification.
- Valid B.C. Driver's License: Class 5 minimum.
- Grade 12 Diploma preferred.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Ability to establish and maintain a satisfactory relationship with school administration, parents, staff and students.

REPORTING STRUCTURE

- Reports to the Director of Operations.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Maintenance Trades and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement. This position is paid a Department Head Allowance in accordance with Article 25.04.