

CUPE JOB DESCRIPTION

Working Title:	Senior Facilities Attendant Electrical	Date Prepared: January 2017
Department:	Facilities	Position Status: Term F/T
Location:	Cranbrook	Position Number: 039

SUMMARY OF RESPONSIBILITIES

Reporting to the Manager, Facilities, the position is responsible for the overall maintenance of all electrical systems within the College. The position is responsible for providing operational assistance and support to the Manager, the Department, the staff, and liaison with Consultants/Contractors on behalf of the Manager.

KEY DUTIES & RESPONSIBILITIES *(list the key 7 – 10 in descending order of importance)*

1. Responsible for the maintenance and repairs to electrical equipment within the College with importance placed on electrical safety
2. Responsible for upgrades to the Fire Alarm System, repairs, maintenance and testing, and responsible for performing and recording changes to the electrical systems and changes on blueprints
3. Responsible for maintaining the comfort level of students and staff through the HVAC and lighting
4. Responsible for troubleshooting and maintenance work on security system, telephone system, Local Area Network (LAN) system (as in wiring upgrades)
5. Responsible for lock-out and isolation procedures of equipment and processes
6. Performs maintenance and repairs to assigned equipment
7. Responsible to perform preventative maintenance inspections and repairs on the various electrical system components

Other Related and Reporting Duties:

- Assists with snow removal and general maintenance of facilities; e.g., erecting signs and bulletin boards, changing light bulbs, etc.
- Performs electrical work on renovation projects and records changes on building plans
- Maintains general tidiness and cleanliness of the facility, ensures the fire code is met, etc.
- Responds to intrusions and fire alarms
- Assists contractors as needed (when assigned)
- Assists with setting up classrooms and gym for exams, graduation, special events
- Assists with cleaning of shop and storage areas
- Performs general work requirements including the maintenance of facilities; mechanical and structural repairs
- Performs other work as assigned when required.

DECISION MAKING

- Responsible for determining the priority of incoming work orders while keeping in mind the safety of all concerned
- Trouble shooting all electrical systems to determine if work can be completed by Facilities Staff or a contractor needs to be called in

POSITION RELATED QUALIFICATIONS – EDUCATION AND EXPERIENCE

- Interprovincial Electrical Trades Qualification
- Inter-provincial and Field Safety Representative status
- Class 4 Driver's License
- High Voltage Experience

POSITION SPECIFIC WORKING CONDITIONS and ENVIRONMENT, SAFETY REQUIREMENTS

Environment:

- Subject to extreme temperatures (indoors and out) while working on roof as well as changing filters
- Subject to noise while running equipment
- Some travel required to pick up and deliver parts in town and to outlying campuses
- Subject to dust, confined space, heights and live electrical equipment, chemical vapor

Physical Demands:

- Heavy lifting – 50 lb boxes of paper delivered throughout the College, Bookstore and library
- Moving office furniture
- Climbing ladders to complete repairs in ceilings
- Shoveling snow, sand during snow removal
- Using power tools
- Setting up and working from scaffolding in various locations
- Putting floor covering down on the gym floor
- Operating snow removal equipment

Safety Requirements:

- Protection against shock and burn hazards, hearing, vision, respiratory, and dermal protection needed
- Requires knowledge of safe use of hand tools, safe use of mobile equipment (loader, truck, etc.)
- Requires steel toed boots, safety glasses, hearing protection
- Extreme caution to be taken while working on 347V lighting and 600V switch gear
- Requires knowledge of High Voltage Switchgear

COLLEGE OF THE ROCKIES RECRUITMENT SPECIFICATIONS

Describe the minimum qualifications and specifications required of the position in order to perform the role competently. (The focus is on the position, not the person or their performance).

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Formal Education: - Grade 12 or equivalent - Inter-provincial Electrical Trades Qualification	- 4 th Class Power Engineering - Field Safety Representative Status - Electronics Background
Related Work Experience: - 4 - 6 years post journeyman experience - Class 4 Driver's License	
Problem Solving and Complexity: - Ability to work without direct supervision and prioritize tasks	
Computers/Technology/Specialized Equipment: - Test gear, Direct Digital Control interaction, Fire Alarm and Security	
Communication and Interpersonal Skills: - Strong written and oral communication skills - Capable of dealing with a variety of personalities with tact and diplomacy	

REVIEWS and APPROVALS

EMPLOYEE SIGNATURE:	DATE:
The employee signs off the job description during final review/discussion with the manager/supervisor.	

MANAGER/SUPERVISOR SIGNATURE (APPROVAL):	DATE:
The manager/supervisor signs off (approves) the job description after final review/discussion with the employee.	