

#1564392

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION:** ELECTRICIAN

**REPORTS TO:** Supervisor, Maintenance Shop

**SUPERVISES:** N/A

**JOB SUMMARY:** To carry out electrical repairs, maintenance and installations to buildings and equipment owned and operated by the Division.

**KEY ACCOUNTABILITIES:**

1. To maintain and repair interior and exterior lighting systems including circuit breakers.
2. To maintain and repair electrical controls including: fire alarms, emergency lighting, security systems and exterior parking lot components.
3. To conduct preventative maintenance.
4. To maintain and repair electrical heating systems and motors in conjunction with the Mechanical Department, and install electrical wiring, lighting and other internal and exterior building electrical components.
5. To provide electrical cost estimates, prepare bills of material for repairs and assigned projects and keep a detailed record of all working hours per project in the work order system.
6. To maintain an inventory in a cost-effective manner of electrical supplies and carry out stock counts as required.
7. To be aware of changes and developments in the field and communicate the implications of such changes to the Division.
8. To assume other responsibilities as required.

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**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma plus Journeyman Electrician's Certificate
- A Contractor's 'B' Licence as an Electrician
- 3-5 years related experience
- Valid Manitoba Driver's Licence
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

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