

**SCHOOL DISTRICT NO. 63  
(SAANICH)**

**JOB DESCRIPTION**

**CLASSIFICATION**

Facilities

**POSITION**

Electrician / Alarm Technician

**SUMMARY**

Under direction of the Director of Facilities (or designate), performs skilled work in accordance with the appropriate designation as specified below involving the maintenance, repair, installation, and construction of structures, fixtures and equipment throughout the school district.

Saanich School District has a limited maintenance compliment and it will be required that Trades Maintenance employees perform work in cross-classification assignments as directed.

**DUTIES**

*General*

- Installs, maintains and repairs electrical services in buildings and equipment including renovations and modifications
- Represents school district at government electrical inspections of sites
- Maintains detailed records of electrical work
- Designs, installs, services and tests network/computer wiring systems
- Designs, installs, services and tests fire alarm systems according to code
- Plans projects, designs and determines material requirements
- Operates computer-based systems
- Reads and interprets drawings and specifications
- Provides estimates and advice on projects and keep records to track costs and orders material and equipment required for projects
- Researches, orders, receives and inventories related supplies and equipment
- Maintains tools and equipment in a safe and serviceable manner
- Operates and is responsible for school district vehicles and power tools
- Reports on work in progress
- Performs emergency call-in maintenance duties outside of assigned hours as required
- Supervises General Maintenance employees on a periodic basis
- Liaises with employees, contractors, regulatory agencies and other trades as required
- Snow removal with machinery, or by hand shoveling
- Digital technology; including email, online databases and facilities management software used by School District #63
- Performs other duties consistent up to the level of the assigned role.

**QUALIFICATIONS**

- Grade 12
- Certificate of a Red Seal Apprenticeship as an Electrician as issued or recognized by the Province of BC or a Certificate of Trade Qualification as an Electrician as issued or recognized by the Province of BC,
- Valid B.C. Class 5 Driver's License
- Five years' experience as a Red Seal Electrician
- Thorough knowledge of Electrical codes and regulations WSBC, WHMIS regulations, etc
- CFAA Fire Alarm Technicians Course (Module 1&5 for red seal electricians)
- 1500 hours of related work experience testing and maintaining fire alarm systems.

- 1 Year min experience installing, maintaining, and testing security systems.
- Knowledge of computer hardware and software
- FSR Class B Certification is s desirable asset

**Working Conditions**

- Sufficient sight and hearing to perform related job duties.
- Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC Occupational Health and Safety Regulation.
- Able to perform related physical and mental activities.
- Able to work in a highly active physical environment.
- Able to work in adverse weather conditions.

**DATE**

April 2022