**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Assistant Electrician

**Job Number:** SB-093 | VIP: 1717

**NOC:** 9241

**Band:** 8

**Department:** Facilities Management

**Supervisor Title:** Manager, Mechanical & Electrical Services

**Last Reviewed:** October 5, 2021

**Job Purpose**

Under the direction of the Manager, Mechanical and Electrical Services (MES) and Electrical Team Lead, is responsible for the completion of electrical and PM work undertaken by MES related to the maintenance and renovation of University buildings. Typical work includes repair and maintenance of electrical infrastructure, grounds and emergency lighting, Preventative Maintenance and other related work. Assists Fire Systems & Building Safety Coordinator, PM Team Lead, as required. Works with PM Assistants, Co-op Students and External Contractors in their areas of expertise. Provides a full range of work in electrical and related trades’ services for a wide assortment of building operating equipment throughout the University. The range of equipment includes heating, ventilation, air conditioning, natural gas, steam boilers, autoclaves, electrical, kitchen, lighting, BSL III lab, fire safety, and specialized electronic controls. This position requires knowledge of building systems and equipment and current knowledge of provincial and local building, and electrical codes.

**Key Activities**

1. Completes preventative maintenance routines for all Electrical systems and related equipment. Collect and input base data into the departmental CMMS. Items of plant would include but not be limited to – Transformers, HV equipment, Emergency Generators, AHU’s, Exhaust/Intake Fans, Compressors, Water treatment systems, Fire & Life safety equipment.
2. Completes daily work orders on-line. Determines service order priorities based on requested completion dates, availability of resources, current workload and status of ongoing projects;
3. Receives utilities related emergency work orders. Determines the best way to respond to the call, based on the location, nature and estimated duration of the work.
4. Assists and provides expertise to Fire Systems & Building Safety Coordinator, PM Team Lead, PM Assistants, Co-op Students and External Contractors in their areas of expertise.
5. Investigate and resolve heating, ventilation, air conditioning, lighting, power, fire and Life safety complaints by investigating the source of the problem, be it local or system wide, and either correcting the problems or advising a course of action to correct the problem, in order to provide an environment conducive to living, learning and working for all members of the University community.
6. Share responsibility for 24 hour a day standby for emergency call-ins and follow-up from call-ins, by being prepared to return to work on a moment's notice after normal hours, to provide around-the-clock emergency service and protection of the University's facilities.
7. Monitors, adjusts, reschedules, by central computer, building environmental and complex laboratory control systems (including BSL III laboratory) and field checks relating to heating, cooling, domestic hot water, ventilation, pumping and digital control panels to minimize the likelihood of comfort complaints and ensure the effective use of energy.
8. Troubleshooting of problems in electrical components for , electric, plumbing, mechanical, fire safety, heating, ventilation, air conditioning, natural gas and building automation system field hardware systems, using knowledge of our systems and fields of expertise to ensure a continuous high level of building service.
9. Advise/engage/assist/liaise/direct contractors performing maintenance and installation work at all University sites by examining blue prints, providing advice on aspects of the work, and providing liaison with affected building occupants, to facilitate maintenance and repair of University mechanical/electrical systems.
10. Carry out installation of various building service equipment throughout a wide range of University buildings at various locations, including building automation system hardware, using trade skills and knowledge and adhering to provincial codes, to improve the level of building services available to University residents/occupants.
11. Assist in developing preventative maintenance program's on electrical systems in new buildings and systems, including revisions to existing routines, to ensure maximum service life. Perform electrical preventative maintenance tasks and repairs on a wide range of building service equipment, heating, ventilation and air conditioning, plumbing, electrical, mechanical, natural gas, kitchen, hydraulics and pneumatics, autoclaves, steam boilers, fire safety and the BSL III lab using appropriate manuals, tools, equipment and field experience.
12. Provides specialized advice and direction in the selection, installation and services for equipment and devices used for research and building operations using technical knowledge of available building services.
13. Maintain, calibrate and ensure proper operation of LEED building components and equipment.
14. Obtains quotes, orders materials and performs related administrative duties

**Education**

Secondary School Grade 12.

Provincial trade license certificate of qualification. – Apprentice Electrician (minimum 2 years)

**Experience Required**

Three years of directly related trade experience.

Must hold and maintain a valid Ontario Driver’s License – Class G Minimum

Criminal Record Check (dated within the last 6 months) will be required as a condition of employment. This check is at the cost and responsibility of the applicant

**Responsibility for the Work of Others**

Direct Responsibility for the Work of Others:

* After normal operating hours, on Holidays and weekends the duty MEM on call assumes the responsibility of supervisor when called in for an emergency.

Indirect Responsibility for the Work of Others:

* Preventative Maintenance Assistants
* Students - employed through the summer, direct their work on a daily basis
* Contractors - exchange information, guide them through tasks
* Other internal tradespeople - coordinate their work on specific tasks, where assistance is required, ensure work with applicable codes and standards

**Communication**

Internal:

* Faculty - advise on new equipment and repair status
* Faculty - respond to complaints, calls for service
* Staff - Advise on new equipment and repair status
* Staff - respond to complaints, calls for service
* Students - advise on new research equipment and repair status
* Students - respond to complaints, calls for service
* Food Service Staff - respond to complaints, calls for service
* Tenants - respond to complaints, calls for service
* Tenants - advise on new equipment - research and repair status
* Administrators - advise on new equipment and repair status
* Administrators - respond to complaints, calls for service
* Administration - advise on cause and effect of circumstances affecting multiple users and facilities

External:

* Suppliers - orders and purchase supplies and equipment
* Contractors - advise and coordinate
* Inspectors
* Manufacturers - consult on service and purchase of equipment
* Community groups - advise and coordinate provision of services for special events

**Motor/ Sensory Skills**

* Fine Motor Skills - Adjust controls, using precision hand tools
* Gross Motor Skills - Large power tools
* Dexterity - Wiring equipment, assembling equipment
* Equilibrium - working with ladders and high elevations
* Coordination - Climbing in and around equipment
* Hearing - Equipment, unusual noise
* Smell - Leaks, overheated equipment
* Tasting - Tasting salt content in water softeners
* Touch - Vibration or overheating equipment
* Visual - Distinguish wire colours, look for decolourization of burning in electrical faults, inspection of equipment

**Effort**

Mental:

* Sustained Attention - Required in monitoring building automation system, required in soldering pipes, troubleshoot equipment while it is in operation
* Sensory Effort - Operating machine shop equipment, troubleshooting live electrical equipment, monitoring operation of equipment
* Focus - Varied and frequent complaints with many interruptions, frequent task changes

Physical:

* Lifting, moving, the day-to-day physical activity of job place the demands of all physical activities listed.
* Carrying, pushing, pulling, walking, standing, climbing, extending, reaching, bending, kneeling, sitting, remaining motionless, keyboarding

**Working Conditions**

Physical:

* Day-to-day activities of job place the demands of all of the disagreeable physical conditions listed above
* Confined spaces, crowded working conditions, humidity, dampness, drafts, motion/physical instability, heights, noise, vibration, fumes, smoke, odours, hot/cold, dusty/dirty, weather

Psychological:

* Complaints, conflicting work priorities, changing tasks, removal from tasks
* Dealing with angry, disgruntled clients with respect to Building Services issues
* Day-to-day activities of job place the demand of all of the disagreeable psychological conditions listed above