

## **SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE: LEADHAND ELECTRICIAN**

**QUALIFICATIONS:**

1. Secondary school graduation.
2. Holder of a valid journeyman electrician's certificate with at least a "B" rating.
3. At least six (6) years experience as a tradesperson electrician with at least two (2) years supervisory experience.
4. Has a demonstrable ability to supervise skilled and non-skilled workers and preferably has recent formal supervisory and/or administrative management education and training
5. Has a demonstrable ability to read blueprints, effectively lay out work, perform trade electrical work and possesses a general knowledge of repair work.
6. Have demonstrable computer knowledge and the ability to understand word-processing, spreadsheet and email programs and to use computerized maintenance management systems.
7. Able to communicate effectively (both orally and written), and able to develop and maintain good relationships with staff, managers and District personnel.
8. Able to problem solve by evaluating information, giving relevant considerations when making decisions, interpreting data and reacting appropriately to changing situations.
9. Able to give input for actionable long-range plans and short-term activities, including direction and organizing the work, assigning people, equipment, and tasks to meet work goals.
10. Skilled in and able to control expenses, reducing costs, setting performance standards.
11. Possess a detailed up to date knowledge of policies, codes, regulations and safety standards both District and Governmental, including the BC Electrical Code and Regulations.
12. Possesses a valid BC. class 5 drivers licence.
13. Able to work well under adverse weather conditions, interruptions and distractions.
14. Good health and sufficient strength to perform a variety of manual tasks.

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**RESPONSIBLE TO:** Manager of Facilities or his designate.

**SUPERVISES:** Facilities staff engaged in electrical work.

**JOB GOAL:** To assist in maintaining and upgrading district facilities in a condition of operating excellence so that full use of it may be made at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. To provide leadership to the trades electrical crew enabling them to effectively carry-out their assigned work and perform to the best of their potential.
2. Assumes primary responsibility for the repair, maintenance, renovation and new installation of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, and refrigeration units, and similar electric elements in the facilities owned by the district.
3. Performs skilled and non-skilled tasks related to trades electrical work
4. Examines district owned facilities on a regular basis for purposes of preventative maintenance. Recognizes electrical problems and failures or fire hazards and recommends methods to correct these situations to the Facilities Supervisor.
5. To coordinate and schedule work, the use of facilities and material tied to the maintenance and capital programs
6. Ensures that the use of ladders, scaffolding, man-lifts, etc. is done in a safe and efficient manner and ensures all other crew equipment and vehicles are used and maintained safely and efficiently.
7. Ensures that the work of trades electricians and related staff is carried-out in an efficient and productive manner and resolves any work related problems as they arise. Networks with District staff and as necessary.
8. Recommends training for both skilled and non-skilled staff to increase the skill levels, removing obstacles to better performance and work. To actively improve the performance of the trades crew by giving specific performance feedback.
9. Estimates electrical repair, maintenance and upgrade projects in terms of labour and material, recommends, and purchases supplies and equipment, and maintains an inventory of equipment, hardware, materials and supplies.
10. Keeps in mind the safety of others, including school children.
11. Ensures that the district complies with applicable by-laws and regulations as they apply to electrical systems and maintain records as necessary.

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12. Acts as the Field Safety Representative for the School District as required by the BC Safety Authority.

13. Performs other duties as required.

**TERMS OF EMPLOYMENT:** Twelve months a year.

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EVALUATION

DATE: June 15, 2018

JOB TITLE: Leadhand Electrician

Factor	Degree	Points	Substantiating Data																
1. Knowledge	5	75	High school Grade 12 graduation plus an additional programme of over one and up to two years or equivalent.																
2. Experience	9	135	Six years and over.																
3. Judgement	5	50	The job requires the development of procedures.																
4. Concentration	3	30	Almost continuous periods of short duration; <b>OR</b> Frequent periods of intermediate duration; <b>OR</b> Occasional periods of long duration.																
5. Physical Effort	4	24	Heavy activity of long duration.																
<table border="1"> <thead> <tr> <th></th> <th>Short</th> <th>Intermediate</th> <th>Long</th> </tr> </thead> <tbody> <tr> <td>Light</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Medium</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Heavy</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table>					Short	Intermediate	Long	Light	1	2	3	Medium	2	3	4	Heavy	3	4	5
	Short	Intermediate	Long																
Light	1	2	3																
Medium	2	3	4																
Heavy	3	4	5																
6. Dexterity	4	24	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a secondary consideration.																
7. Accountability	5	50	Actions could result in major loss of time or resources; <b>OR</b> cause severe embarrassment within the organization and have serious impact on its public image.																
8. Safety of Others	4	32	High degree of care required to prevent injury or harm to others.																
10. Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.																
11. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; <b>OR</b> Major conditions of frequent exposure.																
TOTAL POINTS		510																	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_