

School District No. 8 (Kootenay Lake)

Job Description

Status: Approved

Date: June 19, 2002

Job Title

Electrical and Alarm Systems Co-ordinator

Job Summary:

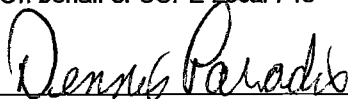
An employee who, under the direction of the Manager of Operations or designate, co-ordinates the operation of the District's Electrical and Alarm Systems.

Note: this position requires considerable co-ordination with the Mechanical Systems Co-ordinator.

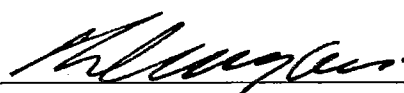
Job Requirements:

1. Valid BC Certificate of Apprenticeship or Interprovincial Standard in the electrical trade.
2. Valid B.C. Class 5 Driver's License.
3. Good understanding of code of requirements for electrical and alarms as well as general requirements or regulations in this geographical area.
4. Thorough knowledge of DDC systems, electrical and alarm trades, equipment, material and methods.
5. Ability to read and interpret plans, drawings, specifications and instructions relating to electrical and alarm systems.
6. Ability to develop plans and drawings related to HVAC, plumbing and gas fitting requirements for projects of varying scope and size.
7. Ability to estimate costs and have knowledge of appropriate materials.
8. Ability to communicate effectively.
9. Ability to supervise and give instructions to others.

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On behalf of CUPE Local 748



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10. Ability to work independently effectively and efficiently.
11. Must have understanding and knowledge of safe work practices.
12. Perform other job related duties as may be assigned.

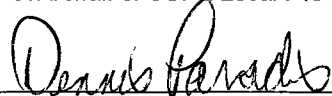
Job Duties:

1. Perform work relating to electrical and alarm systems in relation to preventative maintenance, repairs and installation.
2. Supervise crew(s) assigned to work in electrical and alarm areas.
3. Design, develop and monitor effective Preventative Maintenance programs for all alarm systems and where required, all electrical equipment in the District.
4. Provide initial verification and annual audit of all emergency lighting systems.
5. In co-operation with the Maintenance Foreman, co-ordinate general maintenance of electrical and alarm systems.
6. Provide input in relation to any new construction or major renovations relating to electrical and alarm systems.
7. Provide input in relation to the development of the annual operating and capital budgets.
8. Responsible for renewal of annual electrical permit for District.

Job Conditions:

1. Work is physically demanding.
2. Can be in undesirable conditions dependent on weather and location.
3. Steel-toed safety footwear is required as per Clause 10:13 -- Boot Allowance of the current collective agreement.

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