

## JOB DESCRIPTION

<b>JOB TITLE</b>	Electrician Journeyperson
<b>DEPARTMENT / PROGRAM AREA</b>	Nipissing District Housing Corporation - NDHC
<b>REPORTING TO</b>	Supervisor, Maintenance Services
<b>EFFECTIVE DATE</b>	June 2023
<b>SALARY</b>	Band 11

### JOB SUMMARY

Under the direction of the Supervisor of Maintenance Services, this position performs Electrical duties of the entire housing portfolio.

This includes performing day-to-day preventive maintenance duties to ensure the preservation of the housing stock. Primary functions involve; electrical installation, repair, troubleshooting, and problem solving within the portfolio, in accordance with established standards, policies, procedures and in keeping with Building Code, Ontario Electrical Code, ESA Regulations, Occupational Health and Safety, Fire Code, and Residential Tenancies Act.

### JOB DUTIES AND RESPONSIBILITIES

- Ensures the preservation of assets by performing a high standard of electrical duties, responsible for identifying and reporting potential of risk to protect the safety of our residents and our assets.
- Conducts and delivers the preventive maintenance program with an emphasis on mitigating risks throughout the entire housing portfolio and commercial buildings and keeps maintenance records.
- Seeks approval from the Supervisor for task not outlined in the job description.
- Requests a Work Order from the Maintenance Clerks prior to commencing any work or task.
- Completes Work Orders assigned and inputs tech notes upon completion.
- Perform this position in accordance with the scope of practice for the trade of electrician in the Building Opportunities in the Skilled Trades Act, 2021 (BOSTA).
- Read and interpret drawings, circuit diagrams and electrical code specifications to determine wiring layouts for new or existing installations.
- Pull wire through conduits and through holes in walls and floors.
- Install brackets and hangers to support electrical equipment.
- Install, replace and repair lighting fixtures and electrical control and distribution equipment, such as switches, relays, and circuit breaker panels.

- Splice, join and connect wires to fixtures and components to form circuits.
- Test continuity of circuits using test equipment to ensure compatibility and safety of system, following installation, replacement or repair.
- Troubleshoot and isolate faults in electrical and electronic systems, Hydronics, HVAC, and remove and replace faulty components.
- Connect electrical power to audio and visual communication equipment, signaling devices and HVAC systems.
- General maintenance such as but not limited to replacement of smoke detectors, equipment cleaning, and exterior lighting and utility receptacles.
- Replace, repair, and upgrade components with efficiency, cost savings, and longevity in mind.
- Perform move-out electrical work, renovations, and new construction.
- Clean-up worksite after work is performed.
- Maintains daily journal of work performed.
- Maintains inventory of supplies and submit orders to the office to replenish stock.
- Performs maintenance tasks in the event of emergencies as requested by the Supervisor.
- Performs other maintenance services related tasks such as and not limited to various inspections as required within housing operations.
- Reports safety hazards, incidents, and deficiencies to the Supervisor of Maintenance Services.
- Ensures equipment is in safe operating condition and stored safely and securely after each use.
- When assigned a vehicle, completes vehicle inspection reports on daily basis.
- When assigned a vehicle, reports any problems with the company vehicle(s) and transport for servicing.
- Keeps office, tools and supplies in an organized, safe and secure manner.
- Trains, provides direction and supervise students or apprentices when assigned.

**As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

## QUALIFICATIONS

- Secondary school diploma (Grade 12 or equivalent) required.
- Valid Certificate of Qualification Electrician Construction and Maintenance 309A, in good standing with Skilled Trades Ontario, required.
- 3 years' relevant experience as a journey person in residential and commercial environment.
- Valid Ontario Driver's License required.
- Knowledge of Occupational Health & Safety practices.
- Knowledge and understanding of applicable Building Code, Electrical Code, and Fire Code requirements.
- Knowledge of building maintenance, electrical maintenance, and HVAC systems.
- Knowledge of the operation and maintenance of various tools and equipment.
- Ability to perform a broad range of electrical maintenance repairs and installations in a residential and commercial environment.
- Proficiency in the use of tools and equipment required to perform the functions of the position.
- Ability to work independently and as part of a team.
- Ability to use computer systems for work orders
- Ability to respect confidentiality of tenants and staff.
- Ability to deal with a diverse client group with tact and diplomacy.
- Ability to relate to others in a tactful and professional manner.
- Interpersonal and communication skills required.
- Ability to operate equipment in a safe manner.

- Ability to troubleshoot and problem solve.
- Excellent organizational skills are required to organize and schedule daily work or tasks, while being sensitive to time constraints and resource availability. Will often be required to work toward meeting tight deadlines.
- WHMIS Certification and CPR/First Aid Certification an asset.
- Working at Heights certification an asset.
- Knowledge of Residential Tenancies Act an asset.
- Training of Asbestos 1 & 2 an asset
- Access to a reliable vehicle and vehicle liability insurance.