

MAINTENANCE ELECTRICIAN FOREMAN

NATURE OF WORK

This is advanced skilled electrical work on a supervisory level in the design, construction, installation, modification, inspection, estimation and repair of electrical systems and equipment.

Work involves responsibility for the management and supervision of an electrical shop and the direction of skilled electricians and electrical trades helpers involved in the design, construction, modification, maintenance, installation and repair of a variety of electrical systems in and around various University buildings, shops and plants. Employees in this class participate actively with faculty and departmental personnel in the planning and design of various ancillary electrical installations and adaptation of available power instructions, sketches or blueprints from the Plant Superintendent's office, although work may result from inspection and troubleshooting. Work is carried out independently under general supervision; work is reviewed by observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises the installation, maintenance and repair of a variety of electrical systems, including fire alarm systems, heating and cooling temperature controls, transformer installations, emergency power arrangements and new circuit installations. Inspects work performed by outside contractors to ensure quality on electrical problems and solutions to these problems; assigns work to electricians and other workers related to the electrical trade; inspects work to ensure work is performed according to established standards.

Discusses technical problems of electrical equipment, design, construction, and cost with faculty, departmental personnel, electricians and contractors.

Estimates the cost of proposed jobs; plans, organizes and schedules; maintains quality control for trade work and replacements; determines any alterations or modifications needed in electrical systems.

Prepares and maintains a variety of records; makes arrangements for emergency power where needed.

Selects and orders equipment and supplies.

Responsible for the recording of alterations ensuring that sketches are provided for updating of related plans.

Keeps records of all installations, repairs and alterations to all departments on campus. Records a variety of meter readings; keeps record of shop tools and equipment; keeps time and records of electricians.

Responsible for subordinate employees carrying out lighting replacement duties and a variety of other work throughout the University.

Schedules holiday and shift work.

Establishes inspection and maintenance schedules

Ensures observation of safety standards.

REQUIREMENTS OF WORK

Considerable experience as an electrician, including supervisory experience in the performance of varied design, construction, modification, preventive maintenance and repair tasks; graduation from high school supplemented by successful completion of courses in the electrical trade from an institution of technology or trades school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Thorough knowledge of the standard practices, materials, tools and equipment, including ohmmeters, meggers, recording volt and ampere meters, growlers, watt meters and power supplies.

Thorough knowledge of the occupational hazards and safety precautions of the electrical trade.

Thorough knowledge of MUN electrical systems and installations.

Considerable knowledge of the principles of electricity and the prevailing electrical codes.

Knowledge of standard and emergency purchasing procedures.

Knowledge of sources of information on new developments and procedures in the electrical trade.

Knowledge of practices, materials and tools of other trades including masonry, carpentry, plumbing, electronics and machine shop work.

Ability to understand and follow oral and written instructions and to read and interpret blueprints, sketches and diagrams.

Ability to plan, schedule and supervise the work of electricians, electricians' helpers, utility men and labourers.

Ability to establish and maintain effective working relationships with faculty, departmental staff, outside contractors and other working groups within the University.

Ability to establish good working relationships in the electrical shop.

Ability to organize and maintain a high standard of preventive maintenance.

Possession of a journeyman's certificate issued by the Province of Newfoundland and Labrador, plus a current masters certificate issued by the St. John's Municipal Council.

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