

MUNICIPALITY OF CROWSNEST PASS

JOB DESCRIPTION

ELECTRICIAN HELPER

POSITION TITLE:	ELECTRICIAN HELPER
REPORTS TO:	ELECTRICAL DEPARTMENT
REVISION DATE:	NOVEMBER 14, 2005

POSITION SUMMARY

Reporting to the Electrical Department, the Electrician Helper is responsible to assist the Electrician/Lineman with, but not limited to, power line maintenance and installation, facilities electrical maintenance and installation and tree trimming. This is an Electrician Apprenticeship Position and will require continued training until certification is achieved.

Job Requirements

1. Will be required to obtain Electrician Journeyman Certification.
2. Assists in the operation and maintenance of the Municipal Electrical Distribution System.
3. Assists in the operation and maintenance the electrical system of all Municipal Facilities.
4. Assist in the operation and maintenance of Municipal Street Lighting.
5. Assist with tree trimming throughout the Municipality.
6. Assist with the installation and removal of Christmas Decorations.
7. Conducts minor equipment repairs as necessary and maintains machines and equipment according to the Preventative Maintenance program.
7. Responsible for the cleanliness and appearance of all Municipal Equipment.
8. As a working member of the crew, provides guidance and supervision to subordinate workers on site for safe and satisfactory completion of the work.
9. Ensures that safety standards under the Occupational Health and Safety Act and Pursuant regulations are adhered to, including protective equipment and clothing. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within Municipal Policies and procedures and WHIMIS guidelines.
10. Keep abreast of new practices, techniques, and innovative methods pertaining to utilities operations and development.

Job Requirements

11. Operates equipment including but not limited to: Bucket Truck and Loader
12. Undertakes Disaster Services responsibilities as required.
13. Subject to “call out” for the Electrical Department upon completion of certification.
14. Subject to “call out” in accordance with the Public Works “on call” roster and subject to “call out” duties as required until certified as an Electrician.
15. Other duties as required by the Supervisor.

Minimum Qualifications

1. High School Diploma or equivalent.
2. Valid Alberta Class III driver’s license with air endorsement.
3. Related experience in the electrical field will be an asset.
4. Personality enabling positive public relations.

Responsibility

The incumbent performs a wide variety of tasks within defined guidelines. Work is spot checked by his/her supervisor. Consequence of error in judgment could result in damage to equipment. Work, which is not performed up to standard or on schedule, may result in safety hazard to the general public.

Close attention is required in all heavy equipment operation to ensure safety of operation, co-workers and the general public. There will be extended periods of concentration requiring mental-sensory coordination.

Working Conditions

Work requires the position to work outdoors every day regardless of the weather conditions. The position is exposed to extremes of temperatures, rain, snow, mud, dust, and equipment vibrations.

Considerable risk for minor cuts/injuries exists on a daily basis. There is potential for more serious lost time injuries from time to time.

The work of the position requires considerable climbing off and on equipment, lifting medium to heavy objects.

Knowledge & Skills & Personal Attributes

Major contacts are with colleagues. Contact with the general public occurs normally for the purpose of information exchange. Major requirements are for courtesy in contacts.

The Electrician Helper shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness and display an ability to follow instructions from his/her supervisors as well as relay the same to others.

The Electrician Helper shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities. This individual shall also demonstrate acceptable public relations skills in dealing with the public.