



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** CERTIFIED ELECTRICIAN **SCHEDULE:** A  
**DIVISION:** UTILITIES  
**DEPARTMENT:** CIVIC OPERATIONS

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## **JOB SUMMARY:**

The incumbent is responsible for skilled work at the journeyman level involving electrical maintenance, repair, alteration, and installation tasks throughout the Municipality. Additional duties include installing programming and maintaining traffic flow control systems. The ability to read sketches, blueprints, and diagrams is required, as is the ability to facilitate problem resolution. An employee at this level exercises considerable independent judgment and action, and may supervise the work of one or more Electricians or semi-skilled subordinates. The incumbent is responsible for ensuring that work conforms to required standards and objectives. Performs related duties. Standby duty is required.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Supervisor, Water Pumphouse & Trades:**

### **Performs electrical maintenance, repairs or alterations by:**

- checking, lubricating and adjusting a wide variety of electrical motors located in water, the waste water treatment plant, and sewer and drainage pumping stations;
- maintaining electrical instrumentation, PLC, variable frequency drives, soft starts and other solid state equipment components for water, waste water treatment plant, sewer lift and district energy systems;
- adjusting, maintaining and calibrating flow meters as well as chlorine and fluoride injection and other chemical feed systems;
- installing, adjusting, maintaining and repairing traffic signals, street lighting systems and related electrical and electronic equipment;
- repairing, adjusting and maintaining electrical fixtures, heating equipment, lighting, fans, pumps and similar equipment;
- estimating and requisitioning materials required for projects from layouts, sketches, diagrams and blueprints;
- ensuring that safe work practices are followed and rectifying any unsafe or potentially unsafe situations;
- updating and verifying drawings, blueprints and manuals;
- monitoring work flow and setting priorities;

- providing orientation and training to other employees, as directed by the Foreman;
- developing recommendations for improved procedures, employee training and work efficiencies.

### **QUALIFICATIONS:**

**Education:** Completion of Grade 12. Valid Inter-Provincial Electrician Qualification or a B.C Trades Qualification as an Electrician.

**Experience:** A minimum of three years' experience as a Journeyman Electrician working with industrial motor controls, traffic flow control systems and related electrical maintenance and installation.

**Knowledge and Skills:** Considerable knowledge of the standard methods, practices, materials, tools and equipment used in electrical maintenance and construction work. Considerable knowledge of the hazards and necessary safety precautions involved in electrical work. Considerable knowledge in industrial motor controls, and traffic flow control systems. Considerable knowledge of the applicable bylaws, rules, and regulations governing electrical work. Demonstrated ability and competence in performing a wide variety of skilled electrical tasks. Demonstrated ability to use and operate the tools and equipment used in the electrical trade in a safe and efficient manner. Ability to understand and carry out oral and written instructions. Ability to work from sketches, blueprints, and diagrams. Ability to estimate the time, equipment, materials, and personnel needed to complete specific tasks and projects. Ability to maintain records and requisition parts and materials as required. Exceptional ability to self motivate and to function effectively with minimal direction and supervision. Demonstrated judgment and problem-solving abilities. The ability to train staff. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully, and diplomatically with members of the general public as well as internal and external customers. Ability to work within, and contribute to, a collaborative team environment. Demonstrated commitment to customer service. Sufficient physical strength and stamina to perform the required duties. Knowledge of Worksafe BC regulations, occupational hazards and safe work procedures as it relates to the position including, but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license: Yes – Valid BC driver's license, class 5.

Vehicle Usage: Yes – City-owned vehicle.

Police Information Check: No.

Prepared by: Tony Pirillo, Rae-Ann Emery

Date prepared: May 2004

Date revised: May 2014

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