



# *Provincial Job Description*

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**TITLE:** (537) Electrical Maintenance Supervisor      **PAY BAND:** 17

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Supervises the operations of the Maintenance Department(s) and related High Voltage Electrical Infrastructure, Heating, Venting, and Air Conditioning (HVAC), general building systems and equipment. Representative for all electrical related matters.

**QUALIFICATIONS:**

- ◆ Journeyperson Construction Electrician Certification
  - ◆ Electrical Journeyperson License issued pursuant to the Electrical Licensing Act

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Advanced computer skills
- ◆ Advanced analytical skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Ability to work independently
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Advanced knowledge on high voltage apparatus and switchgear
- ◆ Valid driver's license, where required by the job

## ***EXPERIENCE:***

- ◆ **Previous:** Forty-eight (48) months working as a Journeyman Construction Electrician on high voltage electrical apparatus (greater than 10,000V) with experience installing, maintaining and troubleshooting.

## ***KEY ACTIVITIES:***

### **A. Supervisory**

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Provides input into staffing, performance evaluations and performance reviews.
- ◆ Coordinates orientation, education and training for staff and students.
- ◆ Develops policies and procedures for approval.
- ◆ Ensures the appropriate policies and standards are implemented and maintained.
- ◆ Directs / coordinates installations and preventative maintenance program.
- ◆ Communicates with staff, planners/architects on a regular basis.
- ◆ Acts as a liaison with other departments and outside agencies.
- ◆ Oversees projects/renovations.
- ◆ Ensures manuals/blueprints are current.
- ◆ Supervise specialist contractors for high voltage electrical projects and maintenance.

### **B. Administration**

- ◆ Prepares estimates (e.g., repairs, projects, renovations).
- ◆ Prepares reports (e.g., preventative maintenance, project status, recommendations).
- ◆ Provides and coordinates the education and training of staff.
- ◆ Assists in establishing and implementing policies and procedures.
- ◆ Approves and verifies budget expenditures / service agreements.
- ◆ Corrects / verifies payroll.
- ◆ Plans and monitors renovation projects.
- ◆ Liaises with purchasing staff, project leaders, planner (e.g., preventative maintenance, renovations, project tendering).
- ◆ Recommends project progress payments.
- ◆ Maintains inventory (e.g., obtains quotations).
- ◆ Schedules and performs inspections with outside agencies, testing and repair of various building systems.
- ◆ Writes detailed high voltage switching procedures for projects and general maintenance.
- ◆ Coordinates service interruptions that will affect departments and implements/develops mitigation strategies/plans.

**C. Maintenance**

- ◆ Designs, modifies, assembles, installs, troubleshoots, repairs and maintains building control, electrical distribution, security and power generating systems.
- ◆ Provides technical direction in the evaluation of existing electrical distribution, building and mechanical systems.
- ◆ Inspects high voltage apparatus and switchgear and plans subsequent maintenance.
- ◆ Monitors process equipment, utility metering and usage, interprets data and directs operational changes to maximize efficiencies.

**D. Related Key Work Activities**

- ◆ Processes work orders, maintains documentation and records.
- ◆ Ensures all work complies with Infection Prevention and Control Standards.
- ◆ Reviews design drawings, specifications and Request for Proposals (RFPs) for accuracy.
- ◆ Leads incident investigations.
- ◆ Evaluates new technologies and equipment.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: May 17, 2023***