

1. IDENTIFICATION

Position No. 14-Various See Appendix	Job Title Electrician	Supervisor's Position See Appendix
Department Community & Government Services	Community See Appendix	Location CGS office
Fin. Code: See Appendix		

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The following job description is intended to describe the purpose, scope, responsibilities, knowledge, skills, abilities and working conditions associated with those positions associated with frontline building and works operations and maintenance inclusive of Settlement Maintainers and Specialty Trades Personnel.</p> <p>The incumbent performs preventive maintenance inspections, services and repairs to ensure the performance of facility systems, subsystems and components in all facilities within the designated area. The goal is increased efficiency, reliability, safety and maximization of facility system, subsystem and component service life.</p> <p>Through the provision of preventive maintenance services, the incumbent provides the day-to-day checks, the legislative and code-required monitoring, testing, servicing and inspection of facility systems, sub-systems and components and the scheduled inspection, servicing and adjustment of facility systems, subsystems and components to ensure they are performing as intended and reach their planned service life. Through the provision of repair services, the incumbent fixes or replaces broken, worn or faulty components as required to address issues that are identified through the course of regular preventive maintenance inspections.</p> <p>As a member of a team of technical experts, the incumbent works to maximize the quality of facilities and the built environment by maintaining the supporting systems and minimizing service interruptions with consideration for life safety, work priority, resource limitations and total life cycle cost. Through the course of planning and executing the work, the incumbent emphasizes safety, team effectiveness, client satisfaction and quality.</p>

3. SCOPE

<p>Describe in what way the position contributes to and impacts on the organization.</p> <p>The incumbent is a part of a proactive team responsible for the operation and maintenance of a multi-billion dollar asset portfolio spread over the Nunavut Territory in 25 communities.</p> <p>The incumbent impacts the efficiency of the Government of Nunavut by ensuring the integrity of the facilities and built environment that directly supports the services provided by other departments as well as all Nunavummiut within the designated area. Failure to identify facility issues and take preventive measures can result in a safety hazard, reduced occupant comfort, costly repairs and the interruption of service to other government departments and the public. Productivity levels are related directly to the condition of the built environment. Service</p>
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interruptions can reduce productivity to zero. Salaries of building occupants can make up as much as 92% of the total building operations and maintenance cost. Reduction in building occupant productivity levels greatly hinders the ability to deliver government programs and thus impact the public. Ensuring an operational, safe and comfortable environment for building occupants is integral to program delivery.

Specific facility checks and inspections are required by legislation. Failure to properly complete legislated inspections in the time and manner specified can leave the Government of Nunavut open to litigation.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Inspects facility systems, sub-systems and components to ensure they are performing as intended and reach their planned service life.

- Conducting regular preventive maintenance inspections, services and repairs in accordance with legislative requirements and departmental standards.
- Troubleshooting and diagnosing facility systems, sub-systems and components faults and identifying solutions.
- Reporting facility system, sub-system and component status on work orders, logs, data sheets and inspection reports.
- Identifying and reporting facility system, sub-system and component deficiencies.
- As a part of regular duties, inspects facilities for security and safety issues and ensures that the necessary work is reported and completed.

Maintains facility systems, sub-systems and components to ensure they are performing as intended and reach their planned service life.

- Repairing and replacing facility systems, sub-systems and components as required according to preventive and predictive maintenance schedules.
- Repairing and replacing facility system and sub-system components that have failed or otherwise reached the end of their service life.
- Responding to and performing emergency work.
- Prioritizes work based on urgency relative to other demands.
- Reports issues beyond resource capacity to supervisor for resolution.

Checks work on facility systems, sub-systems and components performed under contract to ensure compliance with plans and specifications and governing codes.

- Reviewing detailed construction documents.
- Conducting inspection of all installations.
- Identifying any deficiencies in.
- Completing inspections reports.

Completes work records for all work

- Completing work orders for all work assignments indicating materials used, work accomplished, and time required.

- As part of the completion of the work, accounting for eight hours of time each day plus any overtime hours to ensure that all time is accounted for with respect to the associated work.
- Be responsible to record and process payments for all material purchases

Ensures that the proper tools, equipment and material are on hand or readily available at all times.

- Identifying materials and resources required to complete the work and ensuring availability.
- Controlling the use of materials and supplies from the trades shop.
- Determining annual material re-supply requirements.
- Keeping storage and work areas safe, neat, clean and organized.
- Receiving and accounting for material.

Ensures that proper work and safety procedures are followed at all times.

- Ensures compliance to safety standards, policies and procedures advising those committing the infraction to stop the work and reporting the incident as required.
- Conducting safety inspections and participating in safety meetings.

Performs other duties such as:

- When identified as the lead, overseeing and coordinating the work of others.
- Overseeing and training apprentices and casual staff.
- Supporting other trades personnel as and when required.
- Providing advice and feedback with respect to the frontline delivery of the Facility Management Program.
- Providing expertise to others within the Facility Management Office as and when required.
- Travelling to remote communities to perform emergency inspections or repairs.
- Completing Facility Condition Assessments
- Attends and completes identified training as and when required to reflect changes in the facility portfolio.

On-Call and Stand-by Work is a mandatory function of the position and is based on a predetermined schedule established as a function of the organizational need with respect to the resource levels available, the applicable employment agreements and policies.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Contextual Knowledge:

- Knowledge of cold climate building systems;
- Knowledge of technical principals, code compliance, regulations, and policies related to building construction and operations;
- Knowledge of contract administration;
- Knowledge of operations & maintenance roles and responsibilities;
- A thorough understanding of predictive and preventive maintenance practices and tools.
- A basic knowledge of building systems and their interactions.
- A general knowledge of building codes, regulations and standards.

Skills & Abilities:

- The ability to work independently
- The ability to understand and interpret building drawings and specifications;
- The ability to interpret electronic versions of drawings;
- The ability to research, analyze and recommend products and systems
- Strong communication and leadership skills.
- Interpersonal skills
- The ability to use and work with a metric system.
- The ability to keep records.
- The ability to oversee and train apprentices.
- Ability to operate a computer with basic e-mail programs and advanced building control systems

Qualification Requirement:

Typically, the knowledge, skills and abilities required for the position would be attained through:

- Certification as a Red Seal Journeyman Electrician.
- Experience with a variety of building types and sizes or municipal works.
- Class 5 Nunavut Driver's License
- 5 years' experience in the trade as a member.

The following knowledge, skills and experience are considered an asset:

- The ability to speak Inuktitut/Inuinnaqtun.
- Knowledge with respect to Computerized Maintenance Management Systems
- Experience related cold climate construction.
- Experience working in a cross cultural environment.

This is a Highly Sensitive Position; a satisfactory Criminal Record and Vulnerable Sector checks are required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- A good deal of time spent crouching, kneeling, crawling, standing on ladders and platforms and working with items overhead which can cause neck, back, and other bodily strain. Ample opportunity is provided and the incumbent is encouraged to break from strenuous activities to mitigate the risk of bodily injury.
- Carrying equipment and performing tests and repairs that require a level of physical strength.
- Reasonable agility to access crawl spaces, maintenance corridors and mezzanines and roof tops.
- Travel by foot in harsh climatic conditions, such as deep snow, icy roads and wet muddy areas are a normal occurrence. This combined with cold and high winds may make a short

walk very dangerous.

- Duties require that sites under construction be visited and hazards inherent in such sites must be recognized along with the proper procedures followed for safe site visits.
- Travel is almost entirely by air and sometimes on small aircraft's in adverse flying conditions and for extended periods of time.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

- The incumbent must work in varying climatic conditions. Extreme cold and wind conditions must be taken in consideration and may require several layers of clothing, which may make movement difficult, inhibiting the use of some tools and requiring that extra precautions be taken to prevent frostbite.
- Toxic fumes, hazardous chemicals, hazardous materials are encountered and must be managed accordingly.
- Loud noises, heavy equipment and other hazards are frequently encountered.
- Insects, dogs and other dangerous animals may be encountered.
- Unfavourable working conditions for extended periods in environments that may be excessively hot or cold, loud, dark, poorly ventilated, noxious, malodorous, confined and requiring the use of personal protective equipment may be required.
- The incumbent must work at heights on ladders, platforms, roofs and other areas requiring the use of fall arrest equipment.
- Frequent winter storms and summer fog delays many airlines schedules, which may strand a traveler for extended periods.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgment through touch, smell, sight and hearing, and judge speed and accuracy.

- Loud noises on sites may make hearing difficult, requiring the use of protective equipment, hindering clear communication. The incumbent must ensure clear communication at all times to guarantee personal safety and the safety of others.
- The incumbent must be aware of the potential presence of particulates and gases, some of which are invisible and odourless, their characteristics and the preventive measures that must be taken to ensure personal safety and the safety of others.
- The incumbent must be able to quickly judge an environment and determine the level of precaution and the associated safety measures that must be taken before commencing work.
- Excellent perception inclusive of the ability to judge, space and distance, along with coordination, balance and agility is required to carry out duties and ensure personal safety and the safety of others.
- The ability to identify facility and system problems for resolution through systematic observation using all of the senses is essential.
- The ability to read the expressions, body language and tone of others while interacting through the course of work is essential to client relations. The ability to use persuasion and tact and a professional approach is required.

Mental Demands**Indicate conditions that may lead to mental or emotional fatigue.**

- There is mental emotional stress associated with meeting difficult schedules that are imposed by others and established by conditions that are beyond personal control such as, changing political direction, extreme weather conditions, remoteness of work and limited shipping schedules.
- The incumbent must manage a program and set priorities in which operational costs generally exceed available budgets, resulting in a need to manage client expectations.
- The incumbent is one of only few technically trained people in the community, with extensive access and control to government assets and must endure and resist pressures from the community to respond to issues outside of the program mandate.
- The incumbent must exercise discretion in responding to requests for service and/or materials.
- The incumbent works for extended periods during regular hours and on-call after hours for extended periods without relief or back-up.
- The incumbent at times be separate from supervisory and support staff which may result in a feeling of isolation.
- The incumbent has only apparent authority in many matters and must receive approvals prior to proceeding with work. This can cause stress when dealing with demanding clients directly.
- The incumbent is required to work with casual staff with varying degrees of knowledge, skill and ability which may lead to feelings of frustration which must be appropriately managed.
- The incumbent must be a first responder to issues that may be beyond local resource capacity to deal with, such as building flood, fire or wind damage
- Mechanical, Fire and Intrusion Alarms as well as other service calls at any time after hours require response and resolution.
- The incumbent must deal with contractors, consultants, and the public in a regulatory and enforcement manner, where at times confrontational situations may develop resulting in high levels of stress.
- There is the possibility of long periods away from home due to weather and flight availability.
- On-Call and Stand-by work can result in periods of sleep deprivation which can have physical and mental effects.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organisational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

Appendix

Position #	Location	Supervisor	Financial coding
14-01682	Iqaluit	14-03223	14715-01-1-235-1406000-01-????
14-14718	Rankin Inlet	14-14718	14715-01-3-320-1406000-01-????