

Electrician – Subsidiary 4

APS Benchmark Listings

Sub.No.	Bench- mark	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
Electrician 3 (Point Range 269 - 313)												
004	046EL34	Infrastructure	Electrical Supervisor	D+	I	2	175	29	50	R1	57	282
Electrician 2 (Point Range 228 - 268)												
004	045EL33	Infrastructure	Electrician and Operations Supvr.	D	I	2	152	25	38	R1	43	233
Electrician 1 (Point Range 192 - 227)												
004	044EL26	Infrastructure	Electrician	D	I	1	132	29	38	R1	43	213

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 046EL34

Identification Section

Working Title:	Electrical Supervisor
Department:	Infrastructure
Division, Branch/Unit:	Property Management, Edmonton and Area, Government Centre
Reports To:	Facilities Manager
Levels to D.M.:	5
Job Description:	046EL34
Minimum Recruitment Standard:	See Minimum Recruitment Standards for Electrician
Job Code:	046EL - Electrician 3

Comments on Role

The position directs a number of staff in the provision of electrical maintenance services to various locations throughout Government Centre. As the Operator in Charge of the Government Centre high voltage distribution system, the position performs routine inspections, schedules maintenance and minor repairs on the Government Centre High voltage system, emergency generators and associated equipment. It is a technical resource regarding high voltage maintenance to all facilities within Government Centre and Area including the Provincial Museum.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+I2 175	29% 50	R1 57	282

Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Position requires journey level trade certification as an Electrician and needs extensive experience in the area of high voltage and related equipment maintenance. Must be familiar with department administrative and contracting policies and procedures, as well as knowledge in the Canadian Electric Code and Alberta Safety Act for Electrical Utility Systems, resulting in a D+ rating.

- **Complexity and Diversity:**

- Coordination skills are needed to coordinate in-house and contractor staff as well as when overseeing the maintenance and repair of the Government Centre electrical distribution system. Analytical skills are required in providing technical advice and assistance to Government Centre and Area Facility Managers as needed.

- **Human Relations Skill:**

- The position supervises two Journeymen Electricians, an Electrical Apprentice and various consultants and contractors.

- **Creativity/Problem Solving:**

The primary focus of the position is operational where solutions are generally found within an established framework.

- **Responsibility:**

The position primarily is involved with service delivery in providing electrical maintenance services.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 046EL34

Identification Section

Working Title:	Electrical Supervisor
Department:	Infrastructure
Division, Branch/Unit:	Property Management, Edmonton and Area, Government Centre
Reports To:	Facilities Manager
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Electrical Supervisor directs the efforts of two Journeymen Electricians, one Electrical Apprentice, various consultants and contractors in regards to the provision of electrical maintenance services to various locations throughout Government Centre. The Electrical Supervisor is the Operator in Charge of the Government Centre high voltage distribution system in accordance with Alberta Safety Codes Act for Electrical and the Communications Utility Systems Regulations. Responsibilities include performing routine inspections, scheduled maintenance and minor repairs on the Government Centre high voltage system, emergency generators and associated equipment. Position is a technical resource regarding high voltage maintenance to all facilities within Government Centre and Area including the Provincial Museum.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Coordinate in-house and contractor staff to provide for electrical maintenance services to various locations throughout Government Centre including the Legislature Grounds, Legislature Power Plant, Legislature Greenhouse, Federal Building, Pools & Fountains, 97 Ave Underpass, East and South Parkades, Transit Station and various outdoor parking lots.

Set staff priorities and assign work.

Determine and acquire required contract services to supplement in-house resources.

Prepare contract documents, provide and evaluate estimates, review pricing quotes and invoicing.

Provide technical expertise to various facilities managers throughout Government Centre and Area.

Oversee the procurement of goods and services used in conjunction with the provision of electrical maintenance services.

2. Oversee the preventative electrical maintenance and repair of the Government Centre high voltage distribution system, emergency generators, and associated equipment.

Provide for routine inspections, scheduled maintenance and minor repairs.

Ensure all operational and regulatory requirements governing high voltage distribution systems and emergency generators are met.

Co-ordinate scheduled power outages, communicate status reports and determine maintenance requirements with Facility Managers, contractors and user departments.

Provide technical advice and assistance as required regarding Revenue's Taxation Administration Computing Centre.

3. Provide technical advice and assistance.

Provide technical guidance and information to do with scheduled maintenance of high voltage equipment at the Provincial Museum.

Provide technical advice and assistance to all Government Centre and Area Facility Managers as requested.

4. Administrative responsibilities.

Assist Facilities Manager with the preparation of contract specifications, scoping work, technical specifications and preparing briefing information.

Log electrical consumption data.

Oversee Computerized Maintenance Management System relevant to electrical maintenance duties under his direction.

Assist Facilities Manager with budget and forecast preparation relative to the provision of electrical maintenance services.

Liaise with staff, co-workers, building users, clients, stakeholders, contractors and consultants.

Review and provide comment to Facilities Manager regarding various consultants' reports.

5. Supervisory Duties.

Establish expectations and prepare job descriptions.

Formally appraise performance of subordinates.

Oversee and certify accurate time and timesheet accounting.

Provide on-the-job orientation and training.

Oversee and certify that accurate records are maintained regarding the procurement of goods and services used in the delivery of electrical maintenance services.

Oversee the work of contractors to ensure scope work and conditions of the contract are met.

6. Other related duties.

Incumbent plays an integral part on a 24 Hour Emergency Services team that upon receiving a call from Government Centre Security Services responds by either dealing with the concern directly or locating the appropriate discipline to correct the problem.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position independently operates and maintains a complex high voltage electrical and emergency generator system for Government Centre. Decisions regarding the priority and timing of maintenance on the various systems are made by this position. Position directly supervises two journeyman electricians and one apprentice electrician that perform various electrical maintenance duties at various locations throughout Government Centre. Provides for supervision and direction of various contractors and consultants involved in the provision of electrical maintenance in the position's area of responsibility.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position plays a liaison role with Facility Managers, staff, co-workers, clients, stakeholders, contractors and user departments regarding scheduled power outages, status reports and maintenance requirements. Communication is usually for the purpose of sharing information or seeking clarification.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires extensive experience in the area of high voltage and related equipment maintenance.
- Must be familiar with Canadian Electric Code and Alberta Safety Act for Electrical Utility System.
- Familiarity with the Department's administrative policies and procedures, and Specifications and Contracting Policies and Procedures.
- Position requires excellent organizational and communications skills along with an ability to supervise and direct the work of staff, contractors and consultants.
- Requires basic knowledge of various computer programs used in carrying out the incumbent's daily activities.
- Requires journey level trade certification as an Electrician.

Organization

(Working titles of positions reporting directly to this position.)

Position has full supervisory authority for two Journeymen Electricians and one Electrical Apprentice.

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 045EL33

Identification Section

Working Title:	Electrician and Operations Supervisor
Department:	Infrastructure
Division, Branch/Unit:	Property and Supply Management, Southern Region, Red Deer and Area
Reports To:	Facilities Manager
Levels to D.M.:	5
Job Description:	045EL33
Minimum Recruitment Standard:	See Minimum Recruitment Standards for Electrician
Job Code:	045EL - Electrician 2

Comments on Role

Position repairs, maintains and performs alterations of a variety of electrical equipment within a large museum and other facilities in the area. It is a full working level electrician who also has supervisory responsibilities as well as some administrative duties.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI2 152	25% 38	R1 43	233

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- Position requires a journey level trade certification as an electrician. The D rating is also based on the position having a broad knowledge of the operation and maintenance requirement for complex building systems and being able to apply electrical building codes and regulations.

Complexity and Diversity:

- In addition to performing duties at the full working level, administrative tasks such as preparation of contract documentation, and coordinating information to direct contractors is also performed.

Human Relations Skill:

- Position has influence through its supervisory responsibilities as it directs the efforts of two staff.

- **Creativity/Problem Solving:**

Position is a full working level Electrician. Tasks are diverse and practical with latitude to decide on the course of action to take in differing situations.

- **Responsibility:**

Position primarily is focused on service delivery.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 045EL33

Identification Section

Working Title:	Electrician and Operations Supervisor
Department:	Infrastructure
Division, Branch/Unit:	Property and Supply Management, Southern Region, Red Deer and Area
Reports To:	Facilities Manager
Levels to D.M.:	5

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Electrician and Operations Supervisor repairs, maintains and performs alterations of a variety of electrical equipment within a large museum and other facilities in the area. In addition to performing the duties of a working level electrician, position is also responsible for some administrative responsibilities and directing the efforts of two staff who maintain and operate the facility.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

1. Perform electrical repairs, maintenance and trouble-shooting.

Replace defective components.

Install electrical components including conduit and fittings.

Troubleshoot problems and make electrical repairs.

Maintain a material inventory and purchase material.

2. Supervise two Maintenance Service Worker staff who maintain and operate the facility.

Provide direction and guidance.

Formally appraise performance.

Assist with planning, directing and implementing daily work programs and preventative maintenance activities.

Review and assign work orders from building users.

Liaise with department supervisors for day-to-day facility operation.

3. Administration

Prepare contract documentation.

Administer contract for trades and related services.

Assist with preparing the budget and preparing monthly forecasts.

Provide information and direction to contractors.

Research, plan and prepare estimates for projects.

Priorize required projects and implement approved projects.

Receive and act upon client complaints.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is a working supervisor and has journey level electrician responsibilities and is responsible for supervising two non-journey level staff who maintain and operate the building. This position also has some administrative responsibilities.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position communicates with building users to determine repair and maintenance problems and solutions. Provides guidance and direction to two non-journey level staff.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Position requires a broad knowledge of the operation and maintenance requirements for complex building systems.
- Must be able to apply electrical building codes and regulations.
- Requires journey level trade certification as an electrician.

Organization

(Working titles of positions reporting directly to this position.)

This position has full supervisory responsibility for two Maintenance Service Workers.

Last Review / Update: 2016-03-11

Subsidiary 4

Benchmark Evaluation - 044EL26

Identification Section

Working Title:	Electrician
Department:	Infrastructure
Division, Branch/Unit:	Property Management, North Region
Reports To:	Operation Supervisor
Levels to D.M.:	6
Job Description:	044EL26
Minimum Recruitment Standard:	See Minimum Recruitment Standards for Electrician
Job Code:	044EL - Electrician 1

Comments on Role

Position repairs, installs, maintains and performs alterations of a variety of electrical equipment within a large research facility and other facilities in the Vegreville area. Administrative and planning responsibilities are required such as preparing labour and material estimates. Interaction with contractors is also needed.

Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
DI1 132	29% 38	R1 43	213

Comments on Evaluation

- **Knowledge:**

Professional/Content Knowledge:

- A journeyman electrical trade certification and building electrical maintenance experience is needed. The knowledge of and the ability to apply electrical building codes and regulations is also required at the full working level resulting in a D rating.

Complexity and Diversity:

- The position performs tasks requiring coordination and planning skills involving a variety of electrical equipment of different power distribution levels in a complex facility environment.

Human Relations Skill:

- Communication skills exercised are for the purpose of receiving direction and exchanging technical information.

- **Creativity/Problem Solving:**

Position functions in a complex industrial environment where work is performed within a defined framework and is highly operational.

- **Responsibility:**

Position is focused on the service delivery of maintaining and performing alterations of a variety of electrical equipment.

Last Reviewed:

Last Review / Update: 2016-03-11

Subsidiary 4 Benchmark Job Description - 044EL26

Identification Section

Working Title:	Electrician
Department:	Infrastructure
Division, Branch/Unit:	Property Management, North Region
Reports To:	Operation Supervisor
Levels to D.M.:	6

Purpose

(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)

The Electrician repairs, installs, maintains and performs alterations of a variety of electrical equipment within a large research facility as well as at other facilities in the Vegreville area. Responsibilities include testing, repairing and maintaining power distribution, UPS, building automation, security and fire alarm systems. Position occasionally supports sophisticated analytical laboratory equipment.

Preparing estimates, ordering materials and maintaining a maintenance material inventory are responsibilities.

Responsibilities and Activities

(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)

- 1. Install, maintain and repair a variety of electrical equipment.**
Install new electrical equipment including conduit and associated fittings.

Provide electrical requirements for sophisticated analytical equipment.

Maintain and repair electrical equipment used for building air handling, heating and air conditioning systems.

Maintain and repair existing electrical and emergency power equipment.

Test, inspect and maintain building fire alarm systems to national standards. Assist with certifying alarm systems.

Maintain, repair and expand building Card Access Security system.

2. Administrative and planning responsibilities.

Prepare labour and material estimates for the installation of new equipment.

Maintain a reasonable inventory of materials and tools.

Assist with preparation, scheduling and performing details preventative maintenance programs.

Other related duties.

Scope

(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)

Position is journey level electrician that installs, maintains and repairs a variety of complex electrical equipment.

Contacts

(Main contacts of this position and the purpose of those contacts.)

Position will interact with clients and contractors for the purpose of providing or receiving routine information in regards to their needs.

Knowledge, Skills and Abilities

(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)

- Requires knowledge of and the ability to apply electrical building codes and regulations.
- Must be able to use a variety of tools and electrical test equipment.

- Position requires the ability to read blueprint, electrical wiring diagrams and schematics.
- Requires journeyman electrical trade certification and building electrical maintenance experience.

Organization

(Working titles of positions reporting directly to this position.)

Position has no supervisory responsibilities.

Last Review / Update: 2016-03-11