



Classification: Lead Electrician

Bargaining Unit: I.U.O.E.

Date Created: December 15, 2017

CHARACTER OF THIS CLASSIFICATION

Under the direction of the Director, Energy Management and Special Projects, Lead Electricians perform journey-level electrical work, and supervise journeyman Electricians to ensure compliance with standard trade practices and work methods. In addition, positions in this classification support projects by preparing cost estimate for electrical work, scheduling work activities, prioritizing purchases, and maintaining related records.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Install, troubleshoot, repair, service, and maintain electrical equipment and systems, including panels, power lines, conduit, switches and controls, refrigeration and heating units, lighting and fire protection systems, etc.
2. Supply extra power requirements for new equipment from existing electrical power distribution.
3. Design electrical systems and circuits, and contribute to improved designs and manufacturing processes.
4. Pull permits in compliance with the Canadian Electrical Code and City of Winnipeg by-laws.
5. Assist in managing projects by estimating time, labour and materials requirement, scheduling work, coordinating meetings and inspections, reviewing contractor quotes, and making recommendations to the Director / Project Manager.
6. Coordinate with, and oversee Electricians and external contractors assigned to electrical projects to ensure compliance with applicable codes, standards, specifications, etc.
7. Maintain records of work performed and prepare related reports.
8. Maintain inventory of tools, equipment, parts, and materials.
9. Assist in orienting and training Electricians, including demonstrating appropriate method of completing tasks.
10. Assist in evacuations in accordance with established policies and procedures.
11. Perform other duties consistent with this classification as required or assigned.

The duties listed above are intended to illustrate the characteristics of this classification level and should not be interpreted as a description of any one individual position within this classification level. Positions may be required to perform job duties of similar kind not specifically listed here.

MINIMUM QUALIFICATIONS REQUIRED

- Grade 12 education or an acceptable equivalent.
- 5 years' of directly related journeyman experience; acceptable equivalent combination of education and experience may be considered.
- Experience coordinating and supervising work activities of staff and contractors.
- Experience in the use of hand and power tools, and other related equipment.
- Thorough knowledge of applicable technical principles, electrical / building codes, trade practices, and by-laws.
- Thorough knowledge of, and ability to practice safe working methods.
- Ability to create, update, read, and interpret blueprints, drawings, specifications, charts, schematics and table.
- Ability to communicate effectively with staff, students and the public.
- Ability to maintain effective working relationships with staff, students, and the public.
- Ability to work independently.

CONDITIONS OF EMPLOYMENT

- Valid License of Qualification as a Journeyman Electrician issued by the Manitoba Department of Labour.
- City of Winnipeg Electrical Contractor's License.
- Must be physically capable of performing duties, including lifting and transporting heavy items (up to 50 lb.) without accident or injury.

ADDITIONAL INFORMATION

Facilities' unit plays a key role in planning and executing work for the University campus. The team's mandate includes conceptual design of buildings – particularly to repurpose existing space. The unit maintains a database of architectural and engineering drawings, and manages the work of architects, engineers, designers, and tradespersons needed to ensure that buildings remain functional and suited to their intended purpose.