

COUNTY OF RENFREW

PERFORMANCE MANAGEMENT

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| COUNTY OF RENFREW Job Description | <i>Job Title:</i> <u>Electrician</u> | <i>Page #</i> <u>1 of 3</u> | | | | | | | | | | | | | | | | | | |
| <i>Location:</i> <u>Bonnechere Manor</u> <i>Department:</i> <u>Environmental Services</u> | <i>Reports To:</i> <u>Environmental Services Supervisor</u> | <i>Original date:</i> <i>Revision date:</i> <u>March 2000</u> | | | | | | | | | | | | | | | | | | |
| <i>Approval:</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 45%;">Administrator</td> <td style="width: 40%; text-align: right;">_____</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Supervisor</td> <td style="text-align: right;">_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Employee{s}</td> <td style="text-align: right;">_____</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Staff Administration Committee</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">_____</td> </tr> </table> | | | <input checked="" type="checkbox"/> | Administrator | _____ | <input checked="" type="checkbox"/> | Supervisor | _____ | <input type="checkbox"/> | Employee{s} | _____ | <input checked="" type="checkbox"/> | Staff Administration Committee | _____ | | | _____ | | | _____ |
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Position Summary:

Under the direction of the Environmental Services Supervisor, performs tasks requiring extensive practical and theoretical knowledge of major trades functions, in addition to completing established electrical and maintenance procedures, emergency repairs and schedule preventative maintenance assignments, consistent with the Mission and Philosophy of Bonnechere Manor. Client service results contributes to efficient department operations within a multi-disciplinary team by performing maintenance, alterations and repairs to all electrical systems, wiring, electrical panels, fire protection and HVAC systems.

Qualifications:

- Grade 12 graduate or equivalent combination of education and experience
- Must hold a current trade license as a registered Electrician with proven mechanical abilities.
- Successful completion of the Facilities Maintenance Mechanic Certificate Program, an asset
- Experience in a Long Term Care setting an asset
- Good verbal and written communication skills with an ability to work with others in a team approach
- Physically capable of performing all assigned duties
- Ability to perform flexible shift work required in a 7 day, 24 hour a day operation
- Demonstrate regular attendance standards in keeping with County Attendance Management Program
- Ability to meet and maintain health standards as per Long Term Care Legislation

Position responsibilities:

Provide facility maintenance support and associated technical services requiring extensive practical and theoretical knowledge of major trades functions by performing established electrical and maintenance procedures, emergency repairs and schedule preventative maintenance assignments through the completion of the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the

applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.

2. Installs, maintains, inspects and repairs all electrical systems and equipment, use own judgement to identify possible violations of established health and safety codes and report all non-compliance to supervisor.
3. Inspects, repairs and maintains all equipment and systems within the Facility and reports all non-compliance to supervisor.
4. Installs, repairs, inspects, trouble shoots and modifies electrical equipment, wiring, controls, including testing electrical circuits and equipment, fabricate and install conduit work in accordance to applicable electrical codes and regulations, Underwriters Laboratory of Canada (ULC), CSA standards and Standard Operating Procedures to ensure compliance.
5. Provides expert technical advise and propose solutions to work team members and supervisor for decision making such as replacement verses repair of electrical and other work projects, including requisition/procurement planning information, updates of specification-based electrical systems sketches/diagrams and demonstrates or explains established electrical work procedures, trends and practices.
6. Ensures all assigned preventative maintenance assignments are completed as scheduled to minimize disruption to adjacent components and associated systems, reducing impact to clients and controlling costs.
7. Ensures all electrical codes and related specifications are followed including all relevant inspections, as required.
8. Performs repairs to the building, grounds, equipment and resident personal items, which may be of an electrical, mechanical and/or carpentry nature.
9. Performs duties concerned with painting, including resurfacing, floors, walls, ceiling, including furniture refinishing and repairs as assigned.
10. Ensures work orders are completed in a timely manner.
11. Completes annual inventory of furnishings, equipment and supplies as required.
12. Completes daily inspections of all essential equipment and systems are per audit sheets.
13. Performs heavy custodial duties; including such tasks as keep sidewalks, platforms, parking areas and entrance ways free of snow and other hazards, set up and take down material from facility areas for special occasions/ events and assisting with resident transfer, discharges, admissions and deep cleaning responsibilities, as required.
14. Ensures completion of regular security and fire prevention inspections, monthly extinguisher checks and fire drill duties and responds to calls (includes off hours communication pager duty) relating to building security, including operations of communication equipment (two-way radios) to convey work conditions and safety directives.
15. Performs duties related to inventory control including purchasing, receiving, distributing and updating supply documentation for all departments, including performing verification checks numbering and recording tasks on all capital or replacement items, as required. Perform annual inventory of furnishings, equipment and

supplies.

16. Responsibility to carrying pager and be on call during off-hours and other times, as assigned.
17. Understands and follows employee directives for Occupational Health and Safety in the work place including being an active participant of the work place WHMIS program; in order to avoid or eliminate mishaps such as personal injury, environmental damage, fire or explosion.
18. Establishes and maintains good team relationships, as well as interdepartmental relationships by assisting members of the interdisciplinary team to ensure the needs of our residents are met.
19. Creates a facility environment that protects confidentiality of residents, staff and activities of Bonnechere Manor.
20. Performing other duties as assigned.
21. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.