

Title: Electrician, Manufacturing

Reports to: Supervisor

Summary of Job Related Responsibilities:

Performs installations and maintenance of electrical systems, equipment and devices; perform related work.

Skills & Knowledge Requirements:

1. Apprenticing to become or is a Journeyman Electrician.
2. Good knowledge of: national electrical code; electrical safety practices.
3. Experience: installing, operating, repairing, and maintaining industrial electrical systems and equipment including conductor size for loads, amps, and voltage; using specialized electrical testing equipment; interpreting industrial-type electrical circuit diagrams and blueprints; using and maintaining hand and power tools normally used in electrical and electronics equipment repair.

Job Duties & Responsibilities:

1. Installs, tests, repairs and disconnects secondary high voltage panels;
2. Determines electrical equipment and system requirements.
3. Installs conduit, conductors, junction boxes, disconnects, receptacles, switches, and light systems.
4. Repairs any motors, starters, pumps, and electrical aspects of fans, and related heating and cooling equipment.
5. Tests electrical safety equipment: i.e. exit and emergency lighting.
6. Installs and repairs coax cables for electronic systems, inspects electrical installations insuring work is completed in accordance with applicable electrical codes.
7. Reads and follows electrical blueprints, circuit diagrams, and schematics.
8. Uses specialized testing equipment such as ohmmeters, VTVM, VOM, ampmeter, and Megger.
9. Conducts electrical preventive maintenance including inspection, testing, cleaning, and lubricating equipment and systems.
10. Estimates time and materials for jobs.
11. Assures quality control standards are met for electrical services.
12. Read, understand, and follow all Safe Work Practices and Procedures for machinery and equipment.
13. When required, effectively supervise workers and distribute work load to maximize productivity.

All Duties and Responsibilities may be expanded upon and are subject to change.

Health & Safety Program Duties & Responsibilities:

The following regulations are excerpts from the Alberta Occupational Health & Safety Act and are for your information and protection:

OH&S Act, Section 2(2) – **Responsibilities:** Every worker shall take reasonable care to protect the health and safety of himself and of other workers present while he is working and cooperate with his employer for the purposes of protecting the health and safety of himself and other workers.

OH&S Act Section 35, 36, 37 – **Right to Refuse Unsafe Work:** No worker shall carry out any work if, on reasonable and probable grounds, he believes that there exists an imminent danger to the health and safety of that worker or another worker present at the work site. If you are uncertain, contact your supervisor *immediately!*

1. Read, understand and sign company safety manual and applicable policies.
2. Wear appropriate Personal Protective Equipment (PPE) and maintain all PPE in good condition.
3. Report all damaged tools or equipment to supervisor or *Tag-Out* and return to the Tool Crib. **DO NOT USE ANY DEFECTIVE TOOLS!**
4. Carry out all work in a safe manner that will not create a hazard.
5. Active participation as a member of the Health & Safety Committee (voluntary).
6. Cooperate with your supervisor(s) to foster a safe work environment.
7. *Immediately* report **all** accidents, incidents, near misses and/or **all** First Aid or Medical Aid injuries, regardless of severity, to the area supervisor.
8. Comply with company medical and first aid procedures.
9. Participate in the company safety program and make any safety suggestions that will improve the safety program or increase awareness.
10. Set a good example for fellow workers by following all safety rules, policies and procedures.
11. Attend and actively participate in all required safety training and meetings.
12. If at any time you are unsure about the safe operation or completion of a task, ask your immediate supervisor before commencing the job.

**NEVER ATTEMPT A JOB IF YOU ARE NOT CERTAIN OF
WHAT IS REQUIRED!**

Employee Name (Print Clearly)

Signature

Date