

# Electrician – Subsidiary 4

## APS Benchmark Listings

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

Last Review / Update: May 2024

## Subsidiary 4 Benchmark Evaluation – 046EL34

### Identification Section

<b>Working Title:</b>	Electrical Supervisor
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Properties Division, Properties Management Government Centre
<b>Reports To:</b>	Facility Coordinator
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">046EL34</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Electrician
<b>Job Code:</b>	<a href="#">046EL</a> – Electrician 3

### Comments on Role

Reporting to the Facilities Coordinator, the position functions within applicable legislation, regulations, policies, guidelines, and standards. The Electrical Supervisor is responsible for supervising Journeyperson Electricians, Electrical Apprentices, and contractors providing electrical maintenance services for various locations throughout Government Centre. The position is responsible for overseeing the performance of routine inspections, scheduled maintenance and testing, and minor repairs on the Government Centre medium voltage distribution system, emergency generators, and associated equipment.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+   2 175	29% 50	R1 57	282

### Comments on Evaluation

#### ▪ Knowledge:

##### **Professional/Content Knowledge:**

The position requires journeyperson level trade certification as an Electrician, and extensive experience in the operation of medium voltage distribution systems and maintenance of related equipment, including emergency generators. Requires in-depth knowledge of related legislation, regulations, codes, and standards as well as ministry administrative and contracting procedures (e.g., developing contract specifications) supporting the push (+) on the D. Rating of E is not supported as position is not applying a body of theoretical knowledge and related concepts and practices.

**Complexity and Diversity:**

Position utilizes coordination and organizational skills to schedule in-house staff and contractors including ability to prioritize requests for services. In addition, the position oversees 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 HR 2 rating is supported as the position supervises journeyperson electricians performing electrical maintenance services including planning, assigning, and reviewing work, and supporting staff in adapting to shifting priorities and changing situations. Position also provides supervision and direction to contractors and consultants providing electrical maintenance services.

**▪ Creativity/Problem Solving:**

The Electrical Supervisor functions with considerable independence within applicable legislation, regulations, policies, guidelines, and standards, making decisions and resolving problems regarding preventative maintenance (e.g., routine inspections, scheduled maintenance and testing) and repair of the Government Centre voltage distribution system, emergency generators, and associated equipment therefore the 29% rating is supported. The Electrical Supervisor has the latitude to determine electrical maintenance services provided to locations throughout Government Centre and recommends priority and timing to Facility Coordinator.

Situations outside established policies, directives, and guidelines or when clear precedents do not exist, including complex matters are discussed with the Facilities Coordinator including recommendations on resource allocation or financial implications; therefore, 33% is not supported.

**▪ Responsibility:**

Service delivery in the provision of electrical maintenance to assigned location.

**Last Reviewed: April 2023**

## Subsidiary 4 Benchmark

### Job Description – 046EL34

#### 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.)*

This position is responsible for supervising Journeyperson Electricians, Electrical Apprentices, and contractors providing electrical maintenance services for various locations throughout Government Centre. The Electrical Supervisor is also tasked as the Operator in charge of the Government Centre high voltage distribution system in accordance with the *Alberta Safety Codes Act* for Electrical and the Communications Utility Systems Regulations. This position is responsible for overseeing the performance of routine inspections, scheduled maintenance and testing, and minor repairs on the Government Centre high voltage distribution system, emergency generators, and associated equipment. The Electrical Supervisor also serves as a technical resource regarding high voltage maintenance for facilities within Government Centre. Reporting to the Facilities Coordinator, this position functions within applicable legislation, regulations, policies, guidelines, and standards.

#### Responsibilities and Activities

*(The 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. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

Preventative electrical maintenance and repair requirements for all buildings and structures at Government Centre specific to the high voltage distribution system, emergency generators, and associated equipment and provides oversight and direction:

- Plans and coordinates provision of routine inspections, scheduled maintenance, and minor repairs for the Government Centre high voltage distribution system, emergency generators, and association equipment.
- Plans and coordinates performance of regularly scheduled site-wide emergency generator testing in accordance with CSA standards.
- Oversees and monitors preventative electrical maintenance and repair activities to ensure all operational and regulatory requirements governing high voltage distribution systems and emergency generators are met.
- Coordinates scheduled power outages, develops, and communicates status reports, and determines maintenance requirements with the Facilities Coordinator, Facilities Manager, contractors, and affected client departments.
- Drafts switching procedures and safe work procedures, as well as performing switching and grounding of electrical equipment for the purpose of safely isolating equipment before preventative maintenance, inspection, and scheduled repair activities can begin.
- Provides first response for high voltage electrical distribution equipment failure, including isolating faulty equipment and performing switching to alternate sources of power for areas affected by power outages; assists to draft and maintain emergency response procedures for the emergency response manual.

Electrical maintenance services are provided to multiple locations throughout Government Centre (including the Legislature Grounds, Legislature Power Plant, Legislature Greenhouse, Emergency Generator Building, Pools, and Fountains, 97 Avenue Underpass, Capital Plaza, Transit Station, and outdoor parking lots) through planning and coordination of in-house staff and contractor resources:

- Determines electrical maintenance priorities for staff and contractors and assigns and monitors work.
- Oversees procurement of goods and services associated with the provision of electrical maintenance services.
- Prepares contract documents, provides, and evaluates estimates, reviews pricing quotes and invoices, and resolves associated issues as required.
- Provides technical expertise and advice relating to electrical maintenance issues and requirements to Facilities Coordinators and Facilities Managers located throughout Government Centre.

The Facilities Coordinator and Facilities Manager are supported in achieving relevant goals and outcomes through provision of administration and operational services:

- Assists Facilities Coordinator with preparing tender documents, technical specifications, and briefing information.
- Prepares logs of electrical consumption data.
- Oversees the Facilities Management System (FMS) in relation to electrical maintenance requirements and requests within the scope of responsibilities and assigns tasks to staff as appropriate.
- Liaises with staff, co-workers, building users, clients, stakeholders, contractors, and consultants, keeping Facilities Coordinator and Facilities Manager apprised of issues and concerns as required.

Staff members are trained and supervised in accordance with relevant standards, guidelines, and practices.

Activities:

- Supervises staff, including participating in recruitment, establishing expectations, preparing job descriptions, assigning, and monitoring work, participating in recruitment, developing performance agreements, evaluating performance, approving vacation and time off requests, and certifying accurate time and timesheet accounting.
- Provides on-the-job orientation, training, coaching, and mentoring to staff members, including direction and support for decision making, problem solving, and conflict resolution.
- Provides information pertaining to Government Centre electrical equipment, electrical issues, operating of electrical equipment, consultant investigations and projects, to direct reports to facilitate knowledge transfer and development.
- Shares expertise and learned experience relating to all aspects of the Electrical Supervisor position with direct reports to ensure full continuity and performance of responsibilities in case of absence and need for cover-off.
- Oversees and certifies that accurate records are maintained regarding procurement of goods and services used in delivery of electrical maintenance services for Government Centre.
- Oversees work performed by contractors to ensure scope of work and conditions of contracts are met.
- Applies knowledge of and trains others in the Occupational Health and Safety (OH&S) Regulation and Code and other safety guidelines to ensure safety of staff members.

The Government Services Emergency Services team is provided with active participation and support:

Plays integral part on the 24-hour emergency services team, responding to calls from Government Centre Security Services by dealing directly with the concern or locating appropriate discipline to correct the problem.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Electrical Supervisor independently operates and maintains a complex high voltage electrical and emergency generator system for Government Centre. This position makes decisions and resolves problems regarding preventative maintenance (e.g., routine inspections, scheduled maintenance and testing) and repair of the Government Centre high voltage distribution system, emergency generators, and associated equipment. In addition, the Electrical Supervisor determines and recommends priority and timing for electrical maintenance services provided to locations throughout Government Centre (e.g., Legislature Grounds, Legislature Power Plant, Legislature Greenhouse, Emergency Generator Building, Pools, and Fountains, 97 Avenue Underpass, East and South Parkades, Transit Station, outdoor parking lots).

This position exercises initiative, professional judgement, and personal direction to identify and resolve inefficiencies, issues, and concerns relating to assigned responsibilities. In addition to supervising journeyman electricians performing electrical maintenance services at locations throughout Government Centre, this position is accountable for providing supervision and direction to contractors and consultants providing electrical maintenance services in the assigned area. Strong organizational and time management skills are required, as is the ability to liaise effectively with Facilities Managers, Facilities Coordinators, staff members, co-workers, clients, stakeholders, contractors, and client departments.

This position is also the primary liaison with the power service supplier (EPCOR). The Electrical Supervisor functions with considerable independence. Situations outside established policies, directives, and guidelines or without clear precedent are discussed with the Facilities Coordinator, as are complex or sensitive issues. Recommendations with major resource allocation or financial implications are also discussed with the supervisor.

## Knowledge, Skills, and Abilities

*(Provide a list of the 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.)*

### Qualifications:

This position requires journeyman level trade certification as an Electrician, with certification as a Master Electrician an asset. The Electrical Supervisor also extensive experience in the operation of high voltage distribution systems and maintenance of relate equipment, including emergency generators.

### Knowledge:

- The *Canadian Electrical Code and Alberta Safety Act for Electrical Utility System*.
- GoA business plans, goals, strategies, and priorities as they relate to the Ministry, division, and branch.
- Applicable Ministry administration policies, procedures, and specification, including those pertaining to procurement and contract administration.
- Safe operation and maintenance of relevant equipment and tools.
- Clients and stakeholders affected by responsibilities.
- Relevant provisions of legislation, regulations, and directives (e.g., OH&S and WHMIS, First Aid and CPR standards, Master & Subsidiary Agreements, Code of Conduct and Ethics, *Freedom of Information and Protection of Privacy Act*).

- Relevant information systems and business productivity tools (e.g., Microsoft Office and Outlook, FMS, internet).

#### Skills and abilities:

- Communication and interpersonal skills to provide direction to staff members, contractors, and consultants and interact positively with clients and stakeholders.
- Supervisory skills, including ability to plan and assign work, promote teamwork, and support staff in adapting to shifting priorities and changing situations.
- Negotiation and conflict resolution skills.
- Organizational and time management skills, including ability to prioritize multiple and competing requests for services.
- Analytical and problem-solving skills.
- Administration skills, including ability to prepare tender documents and technical specifications, initiate and track orders for goods and services, manage files, and keep records.
- Accurately estimate resources needed for delivery of electrical maintenance services.
- Train staff in electrical, safety, and operational procedures.
- Plan and coordinate multiple and diverse activities and projects under time pressure.
- Read, analyze, and interpret relevant technical and trade publications and literature.
- Remain current with trends and issues pertaining to operation and maintenance of high voltage distribution systems and electrical maintenance services.
- Exercise professional judgement and decision making.
- Demonstrate initiative, creativity, and attention to detail and accuracy.
- Demonstrate commitment to confidentiality, tact, diplomacy, and client service.

#### Additional information:

- Work includes several types of physical labour, availability for 24 hour call out, rotational schedules, and/or overtime, and requirement for relevant training (e.g., WHMIS, First Aid, CPR).
- Work can include exposure to severe weather conditions.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

The Electrical Supervisor has regular and ongoing contact with Government Centre Facilities Managers and Facilities Coordinators, staff and co-workers, client department representatives, trades staff, contractors, code inspection authorities, and municipal authorities. Communication is typically for the purposes of exchanging and clarifying information, responding to enquiries and requests, coordinating activities, providing direction, and resolving issues and concerns.

## Supervision Exercised

Supervises Journeyperson Electricians, Electrical Apprentices, and contractors.

## Subsidiary 4 Benchmark Evaluation – 045EL33

### Identification Section

<b>Working Title:</b>	Electrician and Operations Supervisor
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property and Supply Management, Southern Region, Red Deer, & Area
<b>Reports To:</b>	Facilities Manager
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">045EL33</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for Electrician
<b>Job Code:</b>	<a href="#">045EL</a> – 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
D I 2 152	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: March 11, 2016**

## Subsidiary 4 Benchmark

### Job Description – 045EL33

#### 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

*(The 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. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

##### Perform electrical repairs, maintenance, and troubleshooting:

- Replace defective components.
- Install electrical components including conduit and fittings.
- Troubleshoot problems and make electrical repairs.
- Maintain a material inventory and purchase material.

##### 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.

##### 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.
- Prioritize required projects and implement approved projects.
- Receive and act upon client complaints.

#### Scope

*(List specific information that 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.

## Knowledge, Skills, and Abilities

*(Provide a list of the 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.)*

### Knowledge, Skills, and Abilities:

- 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.

### Qualifications:

- Requires journey level trade certification as an electrician.

## Contacts

*(The 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.

## Supervision Exercised

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

## Subsidiary 4 Benchmark Evaluation – 044EL26

### Identification Section

<b>Working Title:</b>	Electrician
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Division, Property Management Branch, Government Centre
<b>Reports To:</b>	Facilities Coordinator
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">044EL26</a>
<b>Minimum Recruitment Standard:</b>	See <a href="#">Minimum Recruitment Standards</a> for electrician
<b>Job Code:</b>	<a href="#">044EL</a> – Electrician 1

### Comments on Role

This position performs work essential to the ongoing operation and maintenance of electrical equipment and systems within the assigned facility, with work requiring a journeyman level electrical trade certification. The Electrician repairs, installs, maintains, and performs alterations to a variety of electrical systems and equipment that can include electrical panels, lighting, telephone and data lines, and power distribution, building automation, security, and fire alarm systems. This position is relied on to inspect, test, and troubleshoot electrical systems and equipment, as well as prepare estimates, order materials, and maintain a maintenance material inventory. Reporting to the Facilities Coordinator, the Electrician functions within applicable legislation, regulations, policies, guidelines, and standards.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D I 1 132	29% 38	R1 43	213

### Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Position is rated D as it is a full working level tradesperson requiring a journeyman electrical trade certification and building electrical operations and maintenance experience. Knowledge of building electrical maintenance practices and approaches including electrical building codes and regulations and safe operating procedures is required.

**Complexity and Diversity:**

The position plans, prioritizes, and coordinates multiple activities related to operations and maintenance requirements involving a variety of electrical systems and equipment within an assigned facility. The position will also monitor work provided by contractors.

**Human Relations Skill:**

The rating of '1' recognizes that communication skills are for the purpose of receiving direction and exchanging technical information.

**▪ Creativity/Problem Solving:**

Reporting to the Facilities Coordinator, the position works within an established framework of legislation, regulations, codes, and standards. The position independently performs duties within the scope of a journeyman level electrical trade certification within the assigned facility, including installing, maintaining, and repairing a variety of complex electrical equipment and systems. This requires application of judgement to determine the appropriate solution within established standards and procedures to situations encountered when carrying out responsibilities. The position coordinates work with other trades as necessary, prioritizes and responds to work orders appropriately. The 29% recognizes the position is the go-to for electrical requirements within its assigned location. Access to assistance is not readily available. If the position receives functional supervision from an Electrician Supervisor a rating of 25% would be more appropriate.

**▪ Responsibility:**

Service delivery providing electrical services such as repairs, installations, inspections and maintenance of electrical equipment and systems within an assigned location.

**Last Reviewed: April 2023**

## Subsidiary 4 Benchmark

### Job Description – 044EL26

#### 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.)*

This position performs work essential to the ongoing operation and maintenance of electrical equipment and systems within the assigned facility, with work requiring a journeyperson level electrical trade certification. The Electrician repairs, installs, maintains, and performs alternations to a variety of electrical systems and equipment that can include electrical panels, lighting, telephone and data lines, and power distribution, building automation, security, and fire alarm systems. This position is relied on to inspect, test, and troubleshoot electrical systems and equipment, as well as prepare estimates, order materials, and maintain a maintenance material inventory. Reporting to the Facilities Coordinator, the Electrician functions within applicable legislation, regulations, policies, guidelines, and standards.

#### Responsibilities and Activities

*(The 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. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described.)*

Electrical systems and equipment within the assigned facility are inspected, installed, maintained, repaired, replaced, and maintained in accordance with established policies, guidelines, and standards:

- Inspects operation and functionality of electrical systems and equipment and performs prescribed maintenance in accordance with guidelines and standards.
- Maintains and repairs existing electrical and emergency power equipment.
- Installs new electrical equipment including conduit and associated fittings.
- Replaces deteriorated or obsolete electrical equipment and repairs equipment having residual life with new parts.
- Updates records to reflect inspection and/or maintenance work performed.
- Troubleshoots electrical equipment and systems to define and resolve issues or problems.
- Provides reports to supervisor pertaining to unusual conditions and recommended actions.
- Provides electrical services associated with facility events as required.

Administrative, planning, and coordination services are provided in support of facility operations and maintenance:

- Prepares labour and material cost estimates for the installation of new electrical equipment.
- Obtains competitive pricing for purchase of electrical equipment and parts, including those required for emergency or high priority work.
- Assists with preparing, scheduling, and performing preventative maintenance and other relevant programs.
- Communicates with and monitors performance of contracted electrical resources working within assigned facility to ensure product and work standards are met and work is conducted in accordance with safety regulations.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

Working within a team environment, this position independently performs duties requiring journeyperson level electrical trade certification within the assigned facility, including installing, maintaining, and repairing a variety of complex electrical equipment and systems. The Electrician displays initiative, judgement, and personal direction when carrying out responsibilities. This position must be able to coordinate work with other trades as necessary, prioritize and respond to work orders appropriately, anticipate potential issues, and provide solutions within established standards and procedures to avoid problems and delays in relation to services provided.

The Electrician collaborates with the supervisor, managers, and consultants to support operations by ensuring the effective completion of projects and provision of maintenance requirements within the assigned facility. Issues or situations outside established policies, directives, and guidelines or without clear precedent are discussed with the supervisor. Recommendations for changes to operational policies and processes or with major resource allocation or financial implications are also referred to the supervisor.

## Knowledge, Skills, and Abilities

*(Provide a list of the 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.)*

### Qualifications:

- A journeyperson level electrical trade certification is required.

### Knowledge:

- Government business plans, goals, strategies, and priorities as they relate to the Ministry and work area.
- Building electrical maintenance practices and approaches, including the relationship of other trades to electrical work.
- Electrical building codes and regulations (including Canadian Electrical Code standard).
- Safe operation and maintenance of relevant tools and electrical test equipment.
- Relevant provisions of legislation, regulations, directives, and policies (e.g., *Occupational Health and Safety Act* and WHMIS regulations, First Aid and CPR standards, Code of Conduct and Ethics, *Freedom of Information and Protection of Privacy Act*).
- Relevant information and tracking systems and business productivity tools (e.g., Microsoft Office, internet).

### Skills and abilities:

- Written and verbal communication and interpersonal skills to interact positively with facility users, clients, contractors, and co-workers.
- Organizational and time management skills, including ability to prioritize multiple and competing requests for action.
- Problem solving skills.
- Mechanical skills related to motor bearings, controls, and relays.

- Read blueprints, specifications, electrical wiring diagrams, and schematics.
- Troubleshoot electrical systems.
- Accurately estimate electrical resources needed to complete larger scale projects.
- Plan, prioritize, and coordinate multiple activities under time pressures.
- Monitor work provided by contractors.
- Demonstrate initiative, sound judgment, flexibility, creativity, and attention to detail and accuracy.
- Demonstrate commitment to confidentiality, tact, diplomacy, client service, and continuous improvement.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

- The supervisor to receive instructions and clarify requirements.
- Facility users and clients to respond to work requests, exchange information, and organize service delivery.
- Representatives of Alberta Infrastructure and other departments to exchange information; respond to requests and resolve issues.
- Contractors and suppliers to clarify requests, monitor work, and exchange information.

## Supervision Exercised

No Supervision.