



## **JOB DESCRIPTION**

**POSITION TITLE:** Electrician  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Maintenance Manager  
**Developed** August 19, 2010

### **Position Summary**

Reporting to the Maintenance Manager, the electrician is responsible for installing, maintaining, and repairing electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes.

### **Duties and Responsibilities**

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers, or other components.
- Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools.
- Align yourself and adhere to a preventative maintenance program.
- Follow health and safety program, Good Manufacturing Practices, Safe working habits, and Continuous Improvement.
- Maintain current electrician's license or identification card to meet governmental regulations.
- Follow all company policies and procedures, including: GMP, SQF, HACCP, Health & Safety, Attendance, etc.

- Follow safe work practices and procedures as per company policies and procedures and Work Safe regulations

### **Experience and Qualifications**

- Minimum of 5 years industry related experience preferred
- Formal education as an electrical technologist, electrician or engineer from an accredited post-secondary institution

### **Skills, Knowledge and Abilities**

- Knowledge of the tools, equipment, and materials common to the electrical trade
- Knowledge of applicable electrical codes, standards, and regulations
- Knowledge of electrical application for high and low voltage electric system
- Skill in the installation, repair and maintenance of all types of electrical system equipment and components.
- Strong verbal and written communication skills
- Strong interpersonal skills
- Strong time management skills, and ability to prioritize and multi-task
- Highly organized, efficient and detail oriented
- Ability to work independently and in teams
- PLC trouble shooting and programming is a definite asset
- Ability to project a positive service based attitude
- Excellent proficiency in required computer programs including MS Office applications