



UNION JOB DESCRIPTION

JD417

JOB TITLE:	Maintenance Supervisor 3 - Electrical	JOB DESCRIPTION NO.:	40139/F.VI.13403I.001
CLASSIFICATION:	Maintenance Supervisor III	GRID/PAY LEVEL:	F MA37
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	13403
UNION:	HEU; IUOE	JOB/CLASS CODE:	SI:40139; CI/NI:13403I
PROGRAM/DEPARTMENT:	Facilities Maintenance & Operations	BENCHMARKS (If Applicable):	13403
REPORTING TO:	Manager or designate		
FACILITY/SITE:	HEU: Victoria General Hospital; Royal Jubilee Hospital; Cowichan District Hospital; Campbell River Marwalk Crescent; IUOE: Nanaimo Regional General Hospital; West Coast General Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate. For the majority of the time supervises designated lead hands, electricians and trade-related journeymen, apprentices, labourers, and other designated staff and performs related administrative duties. Liaises with user departments, contractors, and other maintenance sections to ensure construction and maintenance projects are completed according to plan and budget. Performs skilled journeyman electrical work in the installation, construction, alteration, servicing, maintenance, and repair of electrical facilities, equipment, and systems throughout the physical plant. Travel is a requirement of this position and transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated lead hands, electricians, trade-related journeymen and maintenance workers by performing duties such as scheduling and coordinating work assignments, inspecting completed work projects to ensure conformance with established standards, evaluating employee performance, and determining related training and orientation requirements. Supervises the work of outside contractors to ensure adherence to specifications and other facility requirements.
2. Reviews work requests and consults with user departments regarding specifications and other project requirements; interprets drawings and specifications in order to determine materials and equipment required; estimates and calculates materials and labour requirements and costs; makes recommendations regarding budget.
3. Oversees day-to-day electrical, project and construction operations and assignments to ensure work performed meets the applicable departmental, safety, and statutory codes, regulations, and standards; monitors expenditures and makes recommendations regarding the budget to Manager or designate.

4. Produces sketches, layouts, and specifications related to the trade for construction, renovation, alteration, and maintenance projects. Analyses minor projects by estimating and calculating cost estimates, including material and labour requirements. Monitors expenditures, comparing alternatives and recommending budgets, final project approval, and suitable materials for designs. Provides related assistance to Facilities Planning and Construction on major projects.
5. Prepares for work projects and construction by interpreting drawings, blueprints, and specifications in order to determine the materials and equipment required; arranging work schedule with user departments and by assembling supplies, tools and equipment; reviewing work to ensure adherence to building code, other applicable codes and/or standards, time schedules, and other facility requirements and reports departure from codes and schedules to manager; oversees contractors, monitors results to ensure compliance to specifications; maintaining a cost data bank for projects; and compiling and submitting detailed progress reports related to ongoing projects.
6. Installs electrical wiring and equipment; installs, alters and repairs circuits, fixtures, equipment and appliances; makes connections to new equipment and appliances. Installs and maintains wiring for computer systems.
7. Works from blueprints, wiring diagrams, written and oral instructions and installs, tests, maintains, and repairs electrical light and power distribution circuits, patient call systems, fire alarm systems, equipment, and appliances.
8. Carries out safety checks on equipment, appliances motors and controls; monitors equipment, materials and projects to ensure conformance with applicable codes, bylaws and regulations.
9. Ensures the maintenance and repair of vehicles, machinery and equipment for assigned area; orders materials and supplies and controls stock levels.
10. Cleans, lubricates, and repairs motors and motor control centres.
11. Performs general inspections and repairs as established by the preventative maintenance program or as otherwise requested. Establishes and monitors preventative maintenance procedures for assigned area.
12. Maintains an inventory of supplies, equipment and tools; completes related reports and records; recommends purchase of related supplies and equipment.
13. Oversees and updates standards and procedures and communicates policies and procedures to staff. Ensures departmental safety policies and practices are observed. Complies with departmental safety routines, policies, standards, operational procedures and attends departmental safety training and orientation.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Certificate of apprenticeship or Trades Qualifications Certificate as a journeyman electrician recognized by the Province of BC. Four years recent, related experience including two years in a supervisory capacity or an equivalent combination of education, training and experience. Accreditations as a Field Safety Representative (FSR) unrestricted and Class A or B, recognized by the Province of BC Valid Class 5 vehicle license.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to supervise
- Ability to read and interpret blueprints and drawings and specifications
- Ability to organize work.
- Ability to operate related equipment.