



## Electrical Helper

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### **DEFINITION**

This is diverse non-journeyman level work in preventative maintenance operations on electrical systems and components of City owned facilities as defined under current codes, practices and standards.

An employee of this class is engaged in a variety of minor maintenance and repair duties focused on lighting systems, requiring some familiarity with basic trade practices in one or more of the building or mechanical trades.

Assignments are usually in the form of oral or written work orders and employees usually work under the direction of a supervisor. Routine day-to-day tasks are performed independently.

Progress is reviewed through inspections and operational tests of equipment.

### **TYPICAL DUTIES** \*

Performs preventative maintenance procedures and minor repairs to lighting systems, includes cleaning, lamp replacement, lens replacement, identification of fixtures requiring ballasts or socket ends.

Pickup used lamps, ballasts and electrical equipment from City owned/operated facilities. Includes packaging of used materials for environmental recycling program and delivery of used materials to the appropriate recycling facility.

Performs minor maintenance to motors in City facilities; includes inspecting, cleaning, lubricating motors, and assisting journeyman in mechanical replacement.

Operates a City service vehicle and maintains a truck stock consisting of tools and materials.

Responsible for pickup, delivery, stocking and documentation of all materials and parts utilized at various sites.

Performs minor maintenance tasks for emergency/standby generators for weekly and monthly testing; includes minor maintenance tasks for emergency lighting systems for biannual testing.

Maintains electrical inventory and housekeeping in electrical stores area, including proper disposal of hazardous materials, batteries, ballasts, thermostats.

Responsible for maintaining and processing regulatory paperwork for hazardous waste disposal.

Acts as ground man for elevated work and confined space watchman.

Attends and participates in health, safety and environmental training sessions and meetings.

Performs related work as required.



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### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the occupational dangers and safety precautions of the trades involved.

Knowledge of the standard methods, materials, tools and equipment used in one or more of the building or mechanical trades applicable to work assignments.

Ability to understand and carry out oral and written instructions.

Skill in the use and care of the tools required to perform the work assignments.

### TRAINING AND EXPERIENCE REQUIREMENTS

#### Job Level

Completion of 12<sup>th</sup> grade or high school equivalency; combined with a minimum of one (1) year of experience working with building electrical systems and equipment; including lighting systems, generators, and emergency lighting systems; or an equivalent combination of training and experience. Possession of a valid Class 5 Alberta Motor Vehicle Operator's license and eligibility to obtain a City driver's permit.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	62M
Job Code	3210
Grade	046

Last Updated:	
Previous Updates:	2012-01 (Title Change - Electrical Maintenance Repairman)
Originated:	2010-04