



## Electrical Safety Codes Coordinator

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### **DEFINITION**

This position is responsible for the implementation of the electrical safety program for electrical staff within a multitude of different Electrical Maintenance Services Shops throughout the City. The role is responsible to assist the Building Maintenance Safety and Training Officer with the ongoing development of the Buildings and Facilities Maintenance section Safety Program.

When requested, the incumbent performs the role of the Electrical Safety Codes Officer providing inspection services for work performed by shop staff, or different contractors hired by the City.

### **TYPE OF WORK**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled    | <input type="checkbox"/> Journeyman                  |
| <input type="checkbox"/> Semi-skilled | <input checked="" type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled      |  |

### **TYPICAL DUTIES** \*

Train electrical staff on new changes/updates to the Canadian Electrical Code, Canadian Standards Association, Alberta Government Standata and any other regulations the City must comply and adhere to.

Researches and assists in the preparation of policies, procedures and reports related to electrical health and safety.

Evaluates work procedures and environments to identify potential hazards and ensure adequate controls are in place.

Assists in the orientation of new staff to the OH & S program

Responds to inquiries regarding safety concerns

Ensure corporate standards are being achieved through development, implementation and periodic measurements of electrical safety program.

Coordinates the bi-yearly and yearly testing of all electrical safety equipment.

In accordance with the requirements set forth by the applicable professional codes and regulations, takes appropriate action to follow up on the results of worksite inspections.

Investigates safety infractions and incidents, interviews witnesses, compiles notes and provides sound recommendations for mitigation of future incidents.

Provides independent input and advice to managers, supervisors, foremen and employees on OH & S issues, ultimately affecting how daily tasks are carried out.

Incumbent has full on-site authority to direct corrective action to City employees and contractors or to cause a work stoppage until safe work conditions exist.



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### **SUPERVISORY/LEADHAND RESPONSIBILITIES**

May be assigned apprentices and trades helpers as required.

### **ENVIRONMENTAL AND WORKING CONDITIONS**

Working conditions vary from office conditions to extremes in weather while working outside.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Strong understanding of the following:

Alberta Standata, Canadian Standards Association, Alberta Occupational Health and Safety Act, Alberta Occupational Health and Safety Act, Alberta Health and Safety Code and Regulations, Electrical Safety Act, Alberta Fire Code, National Fire Protection Act

Knowledge and understanding of accident and incident investigation and risk analysis

Knowledge of Privacy legislation

Knowledge of engineering terminology and techniques related to the work assigned

Knowledge of database management and record keeping in order to quickly and accurately record and retrieve information

Firm grasp on word processing and spreadsheet computer systems

Ability to work independently and as a team member, exercising professional judgement and behaviour

Ability to communicate verbally and in writing with preciseness and accuracy

Presentation skills necessary to train in an individual or group based environment

Physically fit to enable the incumbent to climb scaffolds, ladders and various work platforms

Ability to evaluate, audit, deduce and/or assess data using established criteria

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of Grade 12.

Certification at the Journeyman and Masters levels in the Electrical Trade.

Province of Alberta Electrical Safety Codes certification



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Minimum of 5 years of progressively responsible experience in the electrical trade supplemented with experience in contractor supervision, site inspections, job estimating and construction costs, specification preparation, and writing and interpretation of electrical regulatory codes as they apply to construction projects.

Possession of a valid Class 5 Drivers License.

### On-the-Job Training

Continuing training to keep abreast of advances in the electrical industry.

\* *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	<u>62M</u>	<u>62D</u>
Job Code	2154	
Grade	045	
Last Updated:		
Previous Updates:		
Originated:	2009	