




JOB DESCRIPTION

JOB TITLE: POWER SYSTEMS ELECTRICIAN - APPRENTICE

REFERENCE NO: 56510

DIVISION: ENERGY AND INFRASTRUCTURE

DEPARTMENT: CITY OPERATIONS

APPROVAL DATES: BY:  **DATE:** Jul 20, 2022

Bradley Maynes (Jul 20, 2022 21:15 MDT)

MANAGING DIRECTOR – ENERGY AND INFRASTRUCTURE

BY:  **DATE:** February 22, 2022

CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This is a development position leading to the classification of a Journeyman Power System Electrician upon successful completion of required apprenticeship courses and practical experience in the construction, operation and maintenance of metering equipment, relays and substation control wires, under the guidance of a Journeyman Power System Electrician.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to a Foreman within the Electric Distribution Operations Group.
- Maintains effective working relationships with employees, other city departments, consultants, contractors, industry and utility company representatives, regulatory authorities and the general public.
- Work is performed under the general direction of the Superintendent – Stations and Equipment, subject to:
 - Departmental policy as established by Manager – Electric Distribution Operations.
 - All applicable government legislation pertaining to electrical regulation and safety procedures.
 - Electric Utility Bylaw and Working Procedures.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Work is performed in a team-oriented atmosphere with the expectation that tasks be completed by working across organizational lines, subject to:
 - City and Electric Distribution policy and procedural guidelines.
 - Applicable government legislation.
- Installs, assists commissioning, maintains, verifies, trouble shoots, and repairs as required:
 - all components of electric metering devices, current and potential transformers, protective relays, SCADA systems, radio network communications, substation control wiring, motor operated disconnect switches, and other major Electric Distributions equipment.
 - all forms of protection equipment associated with an Electric Utility such as: substations, transformers, distribution, capacitor banks, and automatic circuit reclosures.
 - isolating and switching of electrical equipment.
- Assists with providing power outage restoration support as it relates to substations, transmission, and/or distribution major electrical equipment.
- Participates in meter exchanges as per industry best practices and regulatory requirements.
- Installs recording instruments on services for load checks and voltage complaints.
- Disconnects and reconnects electrical services.
- Ensures all allocated equipment, tools, vehicles, or other resources are maintained in good

working order.

- Other related duties as required to effectively support the Department operations.

REQUIRED COMPETENCIES:

- Knowledge or interest in the principles, practices, operation and maintenance of Transmission and Distribution electrical equipment, controls and metering.
- Knowledge and understanding of City policies and processes; Alberta Occupational Health and Safety legislation; and the City's Health, Safety and Environmental Management system and policies.
- Proficient in the use of Microsoft and other current office software in a network environment and ability to become competent with the City specific software programs.
- Ability to understand and execute oral and written instructions and to interpret electrical diagrams.
- Ability to communicate effectively, orally, and in writing with fellow employees, consumers and members of the general public.
- Excellent interpersonal skills to establish and maintain working relationships with co-workers, other departmental staff and the public.
- Ability to climb ladders, work from aerial bucket trucks, work under minimal supervision and work outside for extended periods of time in adverse weather conditions.

REQUIRED QUALIFICATIONS:

- Successful completion of Grade 12 or high school equivalency diploma.
- Must be willing and able to register as an Apprentice Power System Electrician with Alberta Apprenticeship and remain in good standing as a registrant in Alberta as an Apprentice Power System Electrician.
- Preference given to the following training:
 - Electrical Engineering Technologist graduate from a recognized Technical College or Institute.
 - Journeymen Electrician with 3 -5 years' experience within the electrical industry.
- Possess and maintain a valid Class 5 Drivers License with an acceptable driving record.
- An equivalent combination of management approved training and education may be considered.