

## Job Description

<b>Job Title</b>	<b>Electrician</b>
<b>Department</b>	<b>Facilities</b>
<b>Reports to</b>	<b>Director of Facilities</b>
<b>Date</b>	<b>October 2012</b>

### Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Employee performs highly skilled maintenance, installation, repair and trouble shooting work with electrical systems. Electrical work may be performed in a number of areas including heating, refrigeration, motors, fire alarms, and generator equipment.

### Key Responsibilities and Deliverables

- 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.
- 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.
- Maintain current electrician's license or identification card to meet governmental regulations.
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures.
- Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including oscilloscopes, ammeters, and test lamps.
- Install ground leads and connect power cables to equipment, such as motors etc.
- Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.

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- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools.
- Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.
- Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Construct and fabricate parts, using hand tools and specifications.
- Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
- Perform physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects.
- Provide preliminary sketches and cost estimates for materials and services.
- Provide assistance during emergencies by operating floodlights and generators, placing flares, and driving needed vehicles.

### Person Specification

<b>Qualifications</b>	Fully qualified electrician.
<b>Experience</b>	<p><b>Installation</b> -- Installing equipment, machines, wiring, or programs to meet specifications.</p> <p><b>Active Listening</b> -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p><b>Reading Comprehension</b> -- Understanding written sentences and paragraphs in work related documents.</p> <p><b>Troubleshooting</b> -- Determining causes of operating errors and deciding what to do about it.</p> <p><b>Equipment Selection</b> -- Determining the kind of tools and equipment needed to do a job.</p> <p><b>Repairing</b> -- Repairing machines or systems using the needed tools.</p> <p><b>Judgment and Decision Making</b> -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.</p> <p><b>Time Management</b> -- Managing one's own time and the time of others.</p> <p><b>Mathematics</b> Using mathematics to solve problems.</p> <p><b>Active Learning</b> -- Understanding the implications of new information for both current and future problem-solving and decision-making.</p>

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<p><b>Job Specific Competencies and Knowledge</b></p>	<p><b>Mechanical</b> -- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.</p> <p><b>Building and Construction</b> -- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.</p> <p><b>Mathematics</b> -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.</p> <p><b>English Language</b> -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p><b>Public Safety and Security</b> -- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.</p> <p><b>Customer and Personal Service</b> -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p>
<p><b>Personal Competencies</b></p>	<p>All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</p>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

Job Description received by employee

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Signature

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Date