



## **POSITION DESCRIPTION**

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**POSITION TITLE: Residential Electrician**

**LOCATION: Residential Apartments**

**REPORTING TO: Maintenance Supervisor**

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### **POSITION SUMMARY:**

The Electrician is responsible for the maintenance and repair of all electrical equipment and maintenance within Southwest's residential building portfolio.

### **REPORTING STRUCTURE:**

The Electrician directly reports to the Maintenance Supervisor who assigns day-to-day work and oversees general duties.

### **DUTIES AND RESPONSIBILITIES:**

The electrician is responsible for the following duties:

- Complete monthly electrical equipment building checklists
- Timely completion of work orders for electrical equipment repair
- Efficiently execute work orders related to monthly apartment turnover activities
- Troubleshoot and repair electrical issues
- Identify potential electrical and mechanical trouble areas
- Identify potential capital projects
- Indicate and recommend potential energy saving opportunities
- Assist Maintenance Supervisor with pricing equipment repairs, identifying capital project work, operational inefficiencies, etc.
- Perform preventative and unscheduled maintenance on all building functions.
- Procure electrical supplies at the best pricing possible to ensure department costs are kept to a minimum
- Professionally liaise with contractors and sub-trades
- Minor and major electrical repairs including (but not limited to):
  - Replacing receptacles
  - Installing new circuits etc.
  - Minor automated controls

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**COLLABORATION/RELATIONSHIPS:**

**Manuals:** The Electrician has Electrical Code, Building Code, and Fire Code books available to aid in decision making.

**Internal Contacts:** Daily liaison with building Resident Managers.

**External Contacts:** Daily and/or weekly liaison with all suppliers related to electrical, and tenants.

**Scope/Decision Making:** Work orders are produced by the office and the Electrician is required to address these orders with minimal supervision, can make trade compliance decisions without consulting supervisor.

**WORKING CONDITIONS:**

**Hours of Work:** Monday – Friday, 7:30-4:00pm with one half hour lunch break and two 15 minute breaks. Can be called in during an emergency situation – Scheduled on call.

**Work Location:** Southwest's residential portfolio around HRM

**General Workplace Conditions:** The Electrician can encounter on a daily basis: high dust/dirt, extreme temperature fluctuations inside residential common areas and inside individual suites.

**Physical/Mental Demands:** The Electrician is required to adjust to many different working conditions including:

- Standing for long periods
- Heavy lifting
- Tight deadlines
- Confined spaces
- Heights
- Loud noises
- Repetitive movements

**Equipment and Workplace Aids:** On a regular basis the Electrician will utilize various hand tools, wrenches, screwdrivers, power tools, bearing pullers, files etc., as well as any other tool related to the electrical trade. Should have a familiarity of electrical diagnostic tools.

**External Factors/Health and Safety:** Weather and tenant restrictions are factors in the completion of the Electrician's duties. Safety hazards can be loud noise, temperature extremes, heavy lifting, contamination and electrical hazards.

**JOB SPECIFICATIONS:**

**Minimum Training Required:** This position requires trade electrical trade certification.

**Minimum Experience Required:** 3-4 years in a similar role to be proficient

**Special Skills/Training Required:** WHIMS, Fall Arrest,

**Proficiency (on the job):** Can take an uncertified electrician 4-5 years to obtain certificate, with certification can take up to one year to be proficient.

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**\*\*Must have a Valid Drivers License**

**Knowledge and Skills Required:**

- Ability to perform assigned duties with minimal supervision
- Ability to perform with tact and professionalism in a fast-paced, ever changing environment
- Ability to quickly and effectively troubleshoot electrical problems and implement or recommend solutions
- Strong multi tasking skills
- Ability to interact effectively with all employees and the general public
- Proven ability to plan, organize and prioritize work

*If you are interested in this exciting opportunity, please forward your resume and cover letter to **Jacqueline Ferguson**: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. [resume@southwest.ca](mailto:resume@southwest.ca)*

Thank you for your interest in Southwest Properties. Only those chosen for an interview will be contacted.