

JOB DESCRIPTION

Benchmark Job #063

Ministry: Transportation and Highways
Branch: Electrical, Vancouver Island Region
Location: Nanaimo

Working Title: **Trade Supervisor, Electrical**
Level: Range 23
Classification: Electrician

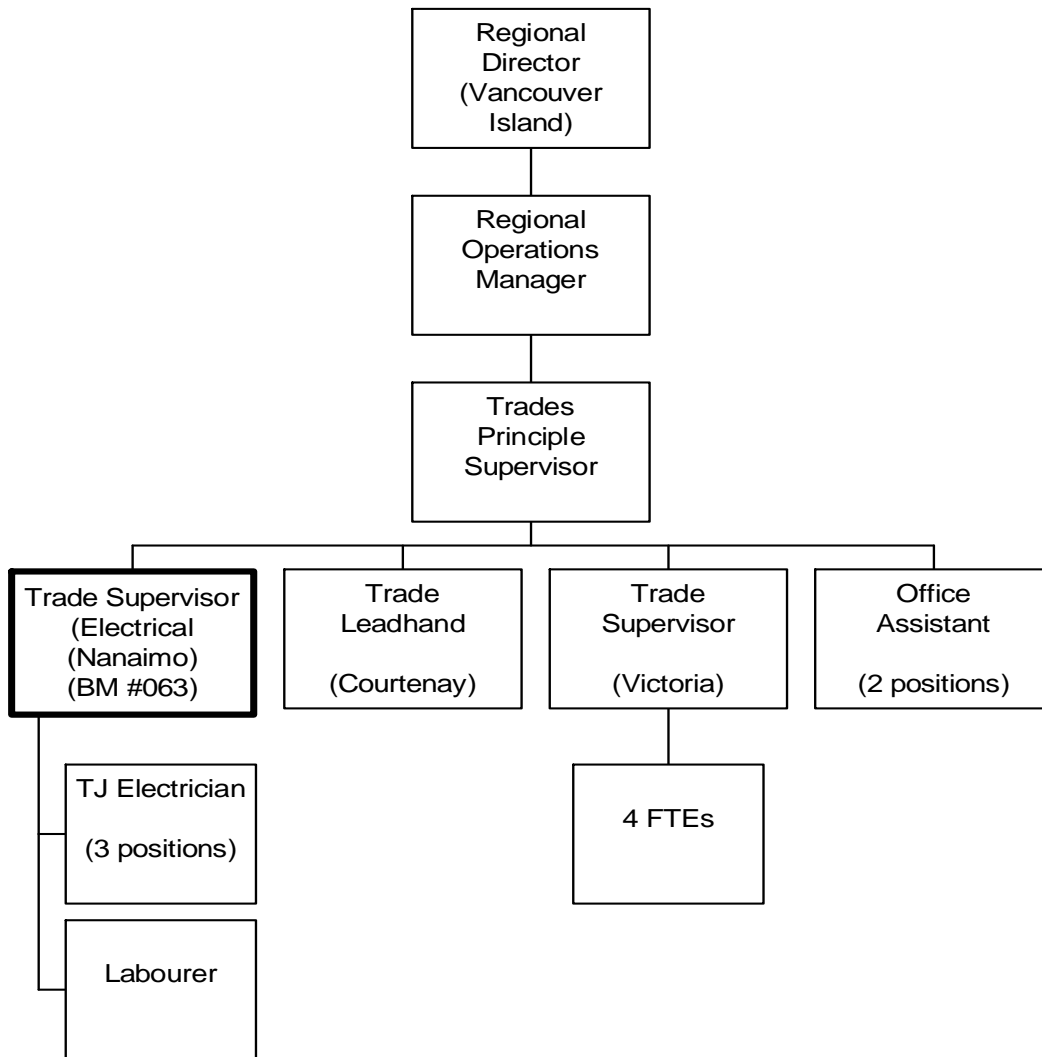
PRIMARY FUNCTION

To direct and perform the installation, maintenance and programming of electrical and electronic traffic control systems for central Vancouver Island.

JOB DUTIES AND TASKS

1. Maintains, installs, repairs and programs electrical and electronic (i.e. automated/non-passive) traffic control systems
 - a. diagnoses traffic control systems to identify problems and malfunctioning components
 - b. applies codes, Acts, regulations, schematics, and blueprints to repair and maintain systems
 - c. assesses electrical components to determine necessary tools and materials for repairs
 - d. calibrates and adjusts electrical components and parts according to manufacturer's specifications in the shop and in the field
 - e. inspects, measures, tests, disassembles and reassembles, adjusts or repairs new and used electrical components for safe and proper operation using hand and power tools, gauges and test equipment
 - f. manually handles and pulls wires through conduits and digs out and replaces junction boxes
 - g. reprograms and synchronizes signal equipment using a laptop computer
 - h. develops work plans and determines operational priorities for the repair and maintenance of traffic control systems
2. Operates equipment to support the operation of traffic control systems
 - a. operates forklifts, trucks, aerial lift trucks, and cranes to access field work-sites and locations
 - b. uses precision hand tools such as voltmeters, ammeters, meggers and testers, to diagnose problems and conduct tests to maintain, install, repair and program traffic control systems
3. Supervises central Vancouver Island staff (4 FTEs)
 - a. supervises electricians and labourer, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
4. Performs other related duties
 - a. prepares estimates of cost of parts and repairs, orders and signs for goods received
 - b. maintains an inventory of electrical and electronic components
 - c. sets up safe work-site by ensuring safety equipment such as arrow flashers and cones are properly placed on highways, and directs a flagperson in controlling traffic
 - d. adapts language in standing offer contracts to deal with site specific situations
 - e. arranges for and writes up work orders for contract services such as backhoes or flagging
 - f. discusses street light and traffic control problems with the RCMP, private contracts and staff

ORGANIZATION CHART
Benchmark Job #063



REASON FOR CLASSIFICATION

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Job Title: Trade Supervisor, Electrical

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understands the principles of electrical and electronic traffic control systems to direct and perform the installation, maintenance, and programming of automated and non-passive traffic control systems.</p> | G | 250 |
| 2 | <p>MENTAL DEMANDS Judgement to modify day to day operational requirements to ensure repairs, installation and other activities are properly and safely conducted by staff or contractors and to plan and review arrangements with outside agencies to ensure systems are operational.</p> | G | 200 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss performance problems with employees supervised and give advice for improvement.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to perform precise calibrations on equipment.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by standards, reviews designs of traffic control systems, reviews work plans and operational priorities, investigates problems, implements solutions, and organizes equipment, material resources and staff for central Vancouver Island highway projects.</p> | F | 160 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to adapt language in pre-approved contracts to accommodate site specific situations.</p> | E | 33 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to coordinate and perform the installation, maintenance and programming of traffic control systems.</p> | E | 33 |

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|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise TJ Electricians and labourer, appraise employee performance (4 FTEs). | DE | 20 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to lead a crew of workers where danger exists when installing, repairing and dismantling traffic control systems for highway intersections. | D | 25 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read and review technical documents and plans. | C | 12 |
| 11 | PHYSICAL EFFORT Heavy physical effort to regularly lift heavy weights to move or install traffic control equipment. | E | 24 |
| 12 | SURROUNDINGS Exposure to all weather conditions frequently. | C | 6 |
| 13 | HAZARDS Significant exposure to hazards from regularly working with or near high voltage electricity, such as electrical power lines. | D | 9 |

Total Points: 839.5

Level: Range 23