



## **IDENTIFICATION**

Department	Position Title	
Infrastructure	Apprentice Airport Electrician	
Position Number	Community	Division/Region(s)
33-14503	Hay River	Airports/South Slave

## **PURPOSE OF THE POSITION**

The Apprentice Airport Electrician ensures the continued operational integrity of all airport/airfield electrical systems, equipment and components located at the Hay River Airport, and assists in an auxiliary capacity under the Airport Electrician for electrical maintenance at 8 other airports in the system.

## **SCOPE**

Under the supervision of the Airport Electrician and reporting to the Airport Manager, the Apprentice Airport Electrician is required to ensure the continued operational integrity of all airport/airfield electrical systems, equipment components at the Hay River Airport and other Airports in the system.

This position is intended to provide future Airport Electricians in the Airport System.

## **RESPONSIBILITIES**

### **1. Assists the Airport Electrician to plan, organize and develop the airport electrical maintenance work programs by:**

- Formulating and implementing work programs and developing work methods, procedures and acceptance criteria.
- Establishing operation and maintenance costs and capital costs of new systems, equipment and installations.
- Adjusting work schedules to suit emergency and unforeseen events.
- Ensuring proper completion of Airport Maintenance Management System (MMS) Work Orders and Work Requests.

- Preparing requisitions for materials and supplies.
- Preparing and administering maintenance contracts, accepting and rejecting completed work and certifying invoices for payment.

**2. Assists the Airport Electrician to maintain and promote maximum service availability of all airport electrical systems, equipment, and installations in a highly reliable and efficient working condition, on and off the airport, in accordance with airport maintenance management system requirements by:**

- Conducting a program of regular inspections, tests, checks and verifications on equipment condition and performance, in accordance with the established preventative maintenance program.
- Carrying out and providing emergency repairs and/or alternative arrangements in response to unscheduled electrical equipment and power failures to minimize service interruption.
- Adjusting, calibrating, realigning, minor repairing, replacing components to restore systems, equipment and installations to the required performance standards.
- Reporting equipment failures and/or abnormalities in equipment condition and/or performance and recommending corrective actions: repairs, improvements and/or replacements.
- Keeping and updating electrical drawings, data and inventory to "as built" status.
- Keeping and arranging for adequate supplies of materials, spare parts, tools, diagnostic equipment and test instruments required to carry out emergency repairs and to deliver the preventative maintenance program.
- Keeping and updating records of resources spent to deliver the preventative maintenance program.

## **WORKING CONDITIONS**

### **Physical Demands**

They must also be able to climb ladders, scaffolds, and other types of equipment above the ground, while carrying tools and equipment. The work is often dirty and performed in cramped conditions.

### **Environmental Conditions**

Field inspections, assessments, and repairs are necessary in severe weather conditions. The work exposes the employee to electrical burns and potential for serious injury during inspection, testing, and repair of installations. Grave consequences can be associated with technical and professional errors, especially working with municipal staff, and local and northern contractors who may not be familiar with airfield electrical systems.

### **Sensory Demands**

This position requires a high exertion of sensory attention.

## **Mental Demands**

The incumbent must be able to travel extensively to other airports to perform repairs and maintenance.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- The incumbent must have a Grade 12 High school diploma or equivalent education to enable entry into an approved Electrical Apprenticeship as dictated by the authority having jurisdiction in these matters.
- A valid vehicle operator's license (Class 5) is essential.
- Must be physically fit and able to work outside for extended periods.

## **Typically, the above qualifications would be attained by:**

The above qualifications would typically be attained through successful completion of Secondary School education and/or trade entrance exam as well as completion of trades access program, with focus on electrical application.

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one if applies)**

- ☐ French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
READING COMPREHENSION:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

### **Aboriginal language: Choose a language**

- ☐ Required
- ☐ Preferred