

AIRPORT ELECTRICIAN

Reporting to the Manager, Operations the incumbent will be responsible for the operation and maintenance of the electrical (normal and high voltage), mechanical, structural and other utility systems for the airfield and related building structures owned and operated by the Airport Authority. A full job description follows.

This is a full time position paying \$31.19 per hour. A comprehensive benefit package including a pension plan is offered to all full time employees. This position is part of the bargaining unit for the *Greater London Airport Employees Association*.

APPLY IN WRITING OR EMAIL BY APRIL 11, 2016 TO:

**Janet K. Carr
Director, Finance & Human Resources
Greater London International Airport Authority
1750 Crumlin Road
London, ON N5V 3B6**

jcarr@flylondon.ca

Only those candidates selected for an interview will be contacted. No phone calls please.

Specific Job Responsibilities

- Is expected to be conversant with industry accepted safe work and maintenance practices for high voltage equipment; with the operation and maintenance of Constant Current Regulator's and CCR controlled airfield lighting circuits; with the operation and maintenance of high and low voltage generators and their associated apparatus; with the operation and maintenance of high voltage cables and associated fittings and with the safe, effective grounding and bonding techniques for electrical equipment.
- Repairs, maintains, inspects, tests and installs airfield electrical equipment and navigational aid systems, including CCR, Field Electrical Centre, underground cabling and transformer(s), edge lighting, guidance signs, approach lighting, precision approach path indicators, windsocks, arcal, rotating beacon, apron lighting, obstruction lights and emergency generators.
- Performs electrical maintenance on building operating and safety systems (equipment, devices, appliances, controls), including the Cargo Building, AOC and LIA owned out-buildings.
- Troubleshoots, assesses and procures equipment and materials. Reports conditions for further investigation and correction; prepares reports, as required; tracks expenses; completes paperwork. Develops project quotes and works with others to establish project scope and timelines, for consultation and approval by supervisor.
- Oversees a comprehensive electrical and life safety system preventive maintenance program. Inventories and identifies equipment, devices, appliances and systems.

- Monitors and performs basic preventative maintenance to mechanical systems; arranges and oversees contractors' maintenance and repair of same.
- Performs preventative maintenance and testing on generators.
- Contacts external contractors for quotations or technical information when undertaking routine repairs and upgrades. Sources and requisitions parts, materials, and consumables from standing contracts or suppliers to carry out responsibilities.
- Monitors and ensures up-to-date licenses for equipment and buildings.
- Assists in promoting the successful delivery of capital projects.
- Participates to implement and improve energy management programs.
- Performs general building maintenance activities including repairing and replacing elements such as caulking, waterproofing, roofing, window, doors, operating hardware, mechanical and electronic door lock sets and louvers. Performs minor plumbing repairs and ground maintenance. Replaces bearings, pumps, motors, fans, pulleys, belts, shafts, sump pumps, compressors, etc. as required.

Maintains an inventory by:

- Listing all appropriate plant equipment facilities and tools as per required format
- Ensuring additions to an inventory are recorded and processed in the prescribed manner
- Ensuring deletions from an inventory are recorded and supported by the required documents and information conveyed to appropriate source as required
- Initiating action regarding recommendations for write-offs
- Undertaking a periodic inventory check to ensure the inventory is accurately maintained

Performs a variety of related administrative tasks required for the procurement of goods and services and for responding to the maintenance needs of the airport by:

- Assists with preparing specifications for quotations and tender calls
- Maintains a project progress board or chart to reflect the current status of airport projects
- Takes appropriate follow-up actions, as required, on issues reported through the LIA Safety Management System
- Co-ordinates requirements for the accomplishment of in-house projects using site resources
- Maintains files, documentation, work orders and logs and communicates with staff and/or agencies, as per federal and provincial regulations and the Canada Labour Code.
- Responds to emergencies, and assists with the co-ordination of the action required to deal with structural, mechanical, electrical and utility breakdowns or malfunctions that pose a threat to life and/or property, and inconvenience and/or discomfort to tenants, concessionaires, airlines or other airport users
- Demonstrates leadership of health and safety programs and activities interpreting policies and supporting them as an example to all other employees
- Understands and is up to date on all corporate policies that have been established to ensure support and minimize risk of staff, guests and facilities
- Oversees supplier/contractors safe maintenance operations while on site to ensure that approved safety practices are enforced on contractual work to prevent injury to Airport users, staff and general public.

- Assists in assuring fellow staff members are safety conscious and that work practices, tools and equipment are free of potential hazards.
 - Maintains comprehensive and current knowledge of Occupational Health & Safety Act, WHMIS and other applicable Acts
 - Participates in a safety training program as required
 - Participates in the Airport Safety Management System, and Airport Security Awareness Program
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- Performs other Airport related duties as required and/or instructed.
 - Is part of the on-call rotation for Duty-Maintenance.
 - Basic work schedule is Monday to Friday day shifts, but must be able to work evenings, weekends and holidays as required.

Skills and Knowledge

Basic Knowledge

The work requires a minimum level of education consistent with the completion of secondary education, as well as the ability to interpret detailed construction drawings and specifications. It also requires knowledge of shop mathematics, interpretation of technical drawings and application of data and specifications extracted from technical drawings. Related experience in maintenance and construction, and a good understanding of electrical and mechanical systems are **basic** requirements.

Comprehension and Judgment

The work requires an understanding of the principles and practices of current technology involved in the maintenance and operation of structural, electrical and mechanical systems and facilities related to the Airport. A thorough understanding of the properties of construction material and the use of tools and equipment is necessary. Judgment is required when evaluating work of others; interpreting, contracts and organizing work priorities. The work of scheduling maintenance, adjusting schedules and priorities to meet changing demand and to compensate for emergency requirements often resolving difficult and moderately technical problems requires a high level of care, attention and concentration.

Special Vocational Training / Education

- Electrical license required
- Multiple licensed tradesperson an asset (plumbing, heating/air conditioning and/or steam/chilling).
- Extensive knowledge and practical experience in electrical systems is required. Experience in heating/air conditioning, and plumbing is an asset.
- Basic understanding and experience with computers is required, including basic ability to use Microsoft Office, Outlook, and LIA developed Data Management Systems Broad based technical knowledge and construction/mechanical skills
- Sound knowledge of current Health and Safety Act, WSIB and other relevant legislation
- Valid drivers' license

Physical

The duties require intermittent walking, standing, and occasionally working in a cramped position, on ladders and roofs, while inspecting work or work requirements. There is frequent exposure to heat, noise, noxious fumes, dust, dirt and inclement weather.

Decision and judgment are used in the repairs and maintenance of a variety of structures and equipment valued at approximately \$20,000,000. There is a responsibility for the control of tools and equipment and facilities used by the traveling public, tenants, staff and other aviation users of the Airport. Part of the job is to inspect the work of others (staff and Contractors). Failure to adequately inspect work quality or errors in judgment could result in costly breakdowns of equipment and facilities, inconveniencing Airport users and embarrassment of the Authority. The responsibilities of this position cover a considerably extensive geographic area. This area encompasses the responsibility for the electrical, mechanical and structural maintenance of building navigational aids, control tower, and operations buildings.