

Job Description		Procedure No.	MFG.JD.001
		Revision	2
		Date	Jan 23, 2019
		Owner/Approver	Torrey Gendron
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Certified Electrician

DEPARTMENT: Production (Electrical)

ACCOUNTABLE TO: Supervisor, Electrical

JOB SUMMARY

The Certified Electrician is responsible for planning, laying out, installing, wiring and energizing the electrical components for Newterra water treatment systems as per project drawings and specifications and in accordance with applicable electrical codes.

RESPONSIBILITIES/ DAILY TASKS

- Lead the electrical installation. Coordinate apprentices, electrical assemblers and contractors. Follow electrical safety, lock-out procedures and electrical safe work practices.
- Connect equipment, complete pre-test power verification documentation.
- Assist Testing department with energized work as required.
- Follow electrical safety and lock-out procedures and electrical safe work practices.
- Work with the Engineering, Production and Testing teams to resolve any issues that arise.
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, conduit, and fixtures using hand and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a failure and correct the problem.
- Inspect and test electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Responsible for performing duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures. This includes reporting all safety concerns, near-misses and incidents to their Manager
- Adhere to the company processes as detailed in Newterra's Business Management System (BMS) and bring forward ideas for continuous improvement.
- Responsible for completing all assigned training applicable to your position in the applicable timeframe.
- Complete all responsibilities while ensuring adherence to Newterra's Delegation of Authority.

QUALIFICATIONS

- Minimum Grade 12 or equivalent experience
- Journeyman Class 309A required
- Basic PLC knowledge will be an asset
- Wiring experience in hazardous locations will be an asset
- Industrial wiring experience and troubleshooting ability
- Team oriented
- Ability to work within specified timelines while maintaining focus on quality and safety
- Ability to read and interpret electrical drawings and P&ID drawings
- Must have own tools
- Flexibility with working required overtime

HISTORY

Rev	DD/MM/YY	Description	Approved By
0	18/05/18	Initial release	J Lindsay
1	23/01/19	Updating all job descriptions to include newterra policies	J McKinnon

NOTE 1: This is a CONTROLLED Document as are all quality system files on the server. Any documents appearing in paper form are not controlled and should be checked against the Business Management System located on the server for the latest revision.

Printed copies are for reference only.

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Rev	DD/MM/YY	Description	Approved By
2	10/08/2020	Updated Responsibilities/Task	J McKinnon