



Security Electrician

DEFINITION

This is technical journeyman level work involving configuring, programming, installing, testing, network troubleshooting, repairing/servicing and performing scheduled preventative maintenance of security equipment in City of Edmonton, owned and leased facilities.

Equipment shall include closed circuit televisions (CCTV), card access systems, control systems, alarm systems (security, building and fire), heating controls (boilers, MUA, RTU, furnaces), high and low voltage electrical supply and distribution systems, emergency power systems, Uninterrupted Power Supply (UPS) and related electrical equipment.

Work of this classification is distinguished from that of the Electrician I classification by the nature of work assigned, types of specialized equipment used, work completed on work sites, and nature of security work performed.

TYPE OF WORK

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled | <input checked="" type="checkbox"/> Journeyman |
| <input type="checkbox"/> Semi-skilled | <input type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled | |

TYPICAL DUTIES *

In accordance with the Underwriters Laboratories of Canada (ULC), National Protection Act, Canadian Electrical Code, applicable Federal, Provincial and City of Edmonton Bylaws and Standards, various departmental safety standards and in conjunction with all rules and regulations of all authorities having jurisdiction:

Configure, install, inspect, and test electrical equipment such as: card access systems, closed circuit televisions (CCTV), panic alarms, alarm systems (security, building and fire), high and low voltage electrical supply and distribution systems, emergency power systems, uninterrupted Power Supply (UPS), and monitors heating controls (boilers, MUA, RTU, furnaces).

Complete repairs on all security equipment as deficiencies are found while completing preventative maintenance.

Liaison with Corporate Security, contractors, engineers and project managers and other internal and external stakeholders; advise and guide external contractors to ensure the City of Edmonton's quality standards are met.



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Liaison with Corporate Security to plan location and installation of security devices, coordinate during system outages and upgrades, and set up CCure for access cards.

Ensure the project abides by any applicable City of Edmonton Occupational Health and Safety Standards and Guidelines; ensure the highest standards of performance are maintained according to the safety program or site safety program. Performs hazard assessments when working on constructions sites.

Review work orders to review plans, drawings and manuals in order to determine materials required for a variety of daily/weekly jobs.

Ensure work is performed in conformance with drawings, specifications and codes; assess value of work completed, and process progress claims. Provide on-site support and guidance to contractors and crews.

Research and make recommendations to the Electrical Foreman on new equipment, modifications, or replacements to ensure the appropriate equipment is selected in City of Edmonton Facilities.

Completes non-scheduled service repairs on all electrical equipment on an as required basis.

Retain and maintain positive working relationships with internal and external stakeholders by explaining departmental regulations and policies pertaining to the electrical code, city bylaws, and procedures followed in construction, maintenance and repair of electrical equipment.

Coordinate with other trade groups to ensure all appropriate repairs, modifications or replacements are completed.

Responsible for programming anything within an application including doors, time schedule changes, user codes, and nodes.

Implement disaster recovery plans which include coordinating with the respective vendors and the City of Edmonton IT section; shut down servers, ensure other servers are online, complete tests, and synchronize servers.

As required, work on a variety of projects that will vary in complexity and duration.

Performs all other related duties as required.

ENVIRONMENTAL AND WORKING CONDITIONS

Working conditions vary from office conditions to extremes in weather while working outside.

KNOWLEDGE, ABILITIES AND SKILLS

Alberta Occupational Health and Safety Act, Alberta Health and Safety Code and Regulations, Electrical Safety Act, Alberta Fire Code, National Fire Protection Act, Building Safety Code, Underwriters Laboratories of Canada (ULC), and the National Protection Act



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Knowledge and understanding of accident and incident investigation and risk analysis

Knowledge of Privacy legislation

Ability to work independently and as a team member, exercising professional judgement and behaviour

Ability to communicate verbally and in writing with preciseness and accuracy

Experience in the maintenance and repair of electrical construction equipment.

Thorough knowledge of the electrical trade, troubleshooting and diagnostic skills.

Thorough knowledge of relevant Occupational Health and Safety Standards

Ability to read and interpret blueprints.

Ability to work as a member of a team or to work independently on your own.

Strong decision making skills.

Presentation skills necessary to train in an individual or group based environment

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Initial Step

Completion of Grade 12

Possession of a Journeyman Electrician Certificate

Possession of an Alberta Fire Alarm Maintenance Certificate

Possession of a valid Class 5 Alberta Motor Vehicle Operator's License.

On-the-Job Training

Step 3 – 18 months experience in the security area and completion of 6 approved courses:

- Network Wiring and Troubleshooting (NAIT CCTM116 or equivalent)
- Construction Safety Training System
- FOIP Advanced (internal course)
- Ademco Vista Training/Honeywell Compass (Vendor Training)
- CCTV (Panasonic, Exacvision, or equivalent)
- Introduction to Data Communications (NAIT CCTM114 or equivalent)



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Step 4 (Thereafter Rate) – completion of an additional 3 courses for a total complement of 9 approved courses specifically within the security section and 3 years experience in the work area (must complete all coursework within 5 years of start date within work area as an active employee in Security Section).

- Network Fundamentals (NAIT CCTM170) or equivalent
- Ccure 800 or 9000 installer/maintainer (Vendor Training)
- Fibre Optics (NAIT CFOT100 or equivalent)

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>62M</u>	<u>62D</u>
Job Code	2245	
Grade	048	

Last Updated: Sept 2018
Previous Updates:
Originated: