



Job Profile

UCPL Number: SAMPLE101
Job Title: Electronics Technician
Date: January 17, 2004
Faculty/Admin Area: Campus Infrastructure
Department/Unit: Maintenance & Operations
Job Family (if known): Trades
Development Phase (if known): Phase II

Nature Of The Work

The Maintenance & Operations unit is responsible to ensure the proper installation and maintenance of all electronic fire alarm monitoring systems in all university owned and leased spaces. Position reports to the Electronic Foreperson. This position is part of the AUPE Collective Bargaining Unit. The normal shift is 7.0 hours per day, five days per week, usually Monday to Friday. Overtime is a possibility.

Primary Purpose

To test, inspect, and repair fire alarm monitoring systems in all buildings according to standards and manufacturers requirements. Completion of records related to the work is required. May be required to act as the U of C representative for fire alarm verifications.

Qualifications/Expertise

Alberta Journeyman Electrical Certificate or equivalent with fire alarm ticket with several years of experience in the field. Good knowledge of Canadian Electrical Code (Eighteenth Edition). Good knowledge of current Alberta Building and Fire Codes required. Must have a good understanding of sprinkler fire suppression systems and NFPA 13 code. Must be able to perform physically demanding work, and be able to climb ladders to various heights. A valid Class 5 Alberta Operator's Licence is required.

Accountabilities

1. Ensures that work assigned is completed as required by the standards of the trade, meeting all required codes, and University standards and processes.
2. Responsible for the reliable and safe operation of equipment assigned.
3. Ensures that all required safety procedures are followed when carrying out tasks.
4. Ensures that immediate supervisor is kept informed of activities and progress of work.
5. Pleasantly and respectfully interacts with co-workers, supervisor, members of the University community, contractors and suppliers.
6. Ensures regular work attendance and timely reporting for start of shift.
7. Manages own time effectively to accomplish tasks.
8. Ensures that equipment, work spaces, and tools supplied by the University are used for the purposes supplied, are maintained in good order and that costs of use are controlled.

Tasks and Duties

- Respond to service calls related to fire alarm monitoring
- Conducts routine inspections of fire alarm system following standard guidelines and procedures
- Trains staff on fire safety procedures
- Prepares reports on fire alarm systems, inspections and service calls
- Meets with supervisor on a weekly basis
- Assists with unload shipments when necessary

Core Competencies

The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies, and detailed definitions can be accessed on the Human Resources website <http://www.ucalgary.ca/hr/learn/>, or through contacting Human Resources.

Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have up to 3 competencies selected as having CRITICAL IMPORTANCE, with the rest being selected as having CORE IMPORTANCE. Please choose the relative weightings below.

COMMUNICATION: Ability to share information in an effective and collaborative manner.

Critical Importance

FLEXIBILITY: Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation.

Core Importance

INNOVATIVENESS/INITIATIVE: Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes.

Critical Importance

KNOWLEDGE AND TECHNICAL SKILLS: Ability to demonstrate proficiency in technical and job knowledge aspects of the position to achieve a high level of performance. An ability and desire to continuously learn.

Critical Importance

LEADERSHIP: Ability to achieve positive outcomes by encouraging, supporting, coaching, developing and mentoring others.

Core Importance

PERSONAL EFFECTIVENESS: Ability to demonstrate respect, dignity and integrity in interpersonal relationships and to demonstrate positive personal coping and wellness strategies.

Core Importance

TEAMWORK: Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results.

Core Importance

UNIVERSITY UNDERSTANDING: Ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context.

Core Importance

Staff Member:	Date (yy-mm-dd):
Team Leader/Supervisor:	Date (yy-mm-dd):
Dea/Director (optional):	Date (yy-mm-dd):