

JOB DESCRIPTION

Job Title: Electrical Instrumentation Coordinator Position Number: 88-03

Status: Permanent Pay Level 9 Bargaining Unit: X Yes No

Supervisor's Title: Leadhand, Electrical Maintenance Department: Operations

SUMMARY

Participates as a member of the Electrical Maintenance team and provides technical, design and project management services throughout all stages of assigned capital and O&M instrumentation, control and other assigned electrical projects. As well performs Journey level electrician work on new equipment installations and the rebuilding, testing and calibration of existing assets and instruments. All work shall be carried out and properly documented in accordance with the Canadian Electrical Code and Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Adheres to the Corporation's high safety standards by following approved safe working plans, worker administered and operator administered protection plans and wear appropriate personal protective equipment when required.
2. Installs, maintains, tests, calibrates and commissions a variety of electrical protection, control and instrumentation equipment at all facilities. Provides technical support to others and writes maintenance procedures for this equipment.
3. Coordinates line and equipment clearances as required to facilitate investigative, scheduled and emergency tests on generation, transmission and distribution system electrical equipment.
4. Liaises with other departments to obtain or provide advice on a variety of matters related to instrumentation and controls. Establishes and maintains effective working relationships with staff and provides information and advice in areas of mutual concern or interest.
5. De-energizes and isolates / energizes and returns to service equipment and their respective auxiliary equipment as per standard procedures.
6. Identifies, justifies and provides background data for proposed capital and major O&M projects.
7. Provides electrical technical scopes, cost estimates, schedules and researches alternatives to determine optimal solutions on all assigned capital and O&M projects.
8. Issues tenders, evaluates and supervises assigned capital and O&M projects.
9. Provides input into short and long term strategies, budgets, work plans to ensure efficient and cost effective programs and services.

JOB DESCRIPTION

10. Reads, interprets, maintains and troubleshoots complex P & ID schemes and determines any corrective actions needed to solve problems.
11. Proposes solutions to problems that arise during construction or maintenance activities. Participates in designing, commissioning, testing and calibrating systems and equipment.
12. Upgrades electrical drawings, maintains accurate records of work performed and provides written reports as required.
13. Participates in and provides guidance to the Management of Change process.
14. Assists in system restoration following a system disturbance under the direction of the control centre operator.
15. Works with and assists other trades and contractors and provides guidance and training to apprentice electricians in the area of instrumentation and others as required.
16. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
17. Other related duties.

WORKING CONDITIONS

Exposure to high voltage equipment, heights, confined space and plant environment. Travel to isolated locations and periods of immediate stand-by coverage are requirements of this position. May be exposed to inclement weather while working outside and when traveling.

KNOWLEDGE, SKILLS, AND ABILITIES

- Journeyman Electrician or Power System Electrician and journeyman Instrumentation and Control technician certification is required.
- Proven project management experience.
- Minimum of three years experience testing and maintaining protective relays.
- Proficient in Windows based computer applications as well as manufacture specific software, maintenance programs and electrical design software.
- Ability to read and work off of blueprints as well as interpret drawings, diagrams and specifications on a variety of types of electrical and electronic equipment.
- Experience with high voltage test equipment.
- Team player with the ability to work with minimal supervision.
- Strong client service orientation with good interpersonal skills.
- A proven track record and commitment to safe procedures and encouraging a safe work environment.
- Strong troubleshooting skills.

JOB DESCRIPTION

- A valid class-5 driver's license and First Aid certificate as well as certification in WHIMS, TDG and rigging and hoisting.