Designs and maintains interface protocols for all Facilities monitored systems such as DDC, irrigation, school voice mail, solar panels, power metering controls, security systems, access control systems and ULC fire panel monitoring.

Creates, implements, maintains and provides training for departmental web based control of Facilities infrastructure.

Reviews work requests to estimate labour and material requirements and

Maintains	service	records	and	manuals	and	web-based	project	dedicated
apps.								

Draws a .

Conducts orientations, informal training sessions and provides technical guidance and assistance to district staff on the use of various systems and equipment.

Oversees the department by reviewing all departmental invoices, recommending needed resources to management and contributing to departmental planning in conjunction with the supervisor.

Works directly with and coordinates with external organizations such as Telus, Shaw, BC Hydro and various contractors to achieve the requirements of the project.

Meets with principals and district staff to plan out the district-wide TEC package installs; develops drawings and coordinates the install with facilities staff; performs the sign-off on TEC related projects; and coordinates district staff to make appropriate changes/repairs where required.

Performs other assigned duties when required.

Grade 12 or equivalent,

Two year post-secondary Technicians Certification				
Electrical Qualification for Low Energy or Amp Act II or Commscope Certification				
Minimum six years of specific experience				
Direct experience working effectively with stakeholders (staff, parent groups, engineers and vendors) in a leadership role				
budget				
Current knowledge of the standards, practices including safety methods, materials, tools and equipment used for the design, installation, repair and maintenance of District utilized computer networks, both copper and fibre optics				
Current knowledge of EIA and TIA standards				
Experience with research methodology, data collection and statistical analysis				
Proficient in Excel				
Understanding of web-based functionality, page- layout and graphics applications				
Estimate time, materials, equipment and labour required to complete projects safely and efficiently through the entire cycle of work, from beginning of estimate to completion of project				

Ability to maintain confidentiality of information heard or seen

Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner

Ability to relate and work with others

Ability to work without supervision

Ability to work under pressure with multiple deadlines

Strong mechanical, diagnostic and analytical skills in order to diagnose problems and repair equipment

Ability to prioritize work for self and others to meet department objectives and service levels

Ability to perform job related repair techniques using hand tools, test equipment and be competent at fine point soldering

Ability to read and interpret schematics, clarification of information or provide advice and instruction in a calm, courteous and professional manner

Ability to pay close attention to detail

Ability to make presentations to groups to provide

on a project

Ability to document, summarize and interpret data for use by other departments

Ability to independently apply appropriate methods, procedures and policies	
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Sufficient vision and hearing to perform related job duties (must not be colour blind).

Able to lift up to 27 kg and operat ETQ96 Tf1 0[WOF