
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Electrical Instrument Control Technicians

Grid: 43

Class Title: Electronics Instrument Control Technician (EIC) 1

I. Level Definition

Positions at this level perform skilled work in the installation, alteration, troubleshooting, maintenance, service and repair of electronic equipment and systems. Interprets prepared sketches, diagrams, schematic drawings, manuals and manufacturer's specifications. Understands and operates computer software for electronic equipment/systems, and building automation systems (BAS). All work performed on electronic equipment and systems is done in accordance with, where applicable, bylaws, regulations, codes and standards.

II. Typical Duties

- (1) Reviews work requests and consults with user departments regarding specifications and other project requirements. Interprets sketches, diagrams, schematic drawings, manuals and manufacturers' specifications in order to determine the project's scope and the required materials and equipment. Calculates materials and labour in estimating the cost of projects and makes recommendations as required.
- (2) Liaises with manufacturers and suppliers to determine the availability and cost of systems/parts. Where required, obtains guidance on their installation and use. Assess factors such as condition, age and functionality in order to determine repair, modification or replacement. Prepares for work project by performing operational and safety risk assessments; arranges work schedules with user departments and assembles supplies, tools and equipment.
- (3) Installs, maintains, repairs and commissions electronic equipment and systems such as access controls, mobile radios, nurse call, alarms, paging/intercom, patient wandering, direct digital controls, BAS and gas-monitoring systems. Investigates and resolves user complaints. Performs diagnostic correction and repair.
- (4) Commissions new/modified systems into operation by performing trials and monitoring the system to ensure it is functioning according to specifications. Makes necessary repairs or adjustments. Follows up with installation contractors as required.
- (5) Tests and inspects electronic and security devices such as motion detectors, door position switches, duress buttons and control panels, in accordance with applicable bylaws, regulations, codes and standards.
- (6) Performs preventative maintenance on all electronic equipment and systems by cleaning, testing, calibrating and replacing parts as required. Maintains appropriate documentation.
- (7) Liaises with outside contractors to ensure adherence to contract specifications and facility requirements.
- (8) Maintains an inventory and recommends purchases of supplies, equipment and tools; completes related reports and records.
- (9) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduate of a recognized diploma program in Electronic Technology plus three (3) years' recent, related experience or an equivalent combination of education, training and experience. Industry and vendor equipment certifications as required.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to read and interpret blueprints, drawings and specifications.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.