
JOB DESCRIPTION

JOB TITLE: FACILITIES PLUMBER/HVAC TECHNICIAN **SCHEDULE:** A

DIVISION: FACILITIES MAINTENANCE

DEPARTMENT: COMMUNITY SERVICES & PUBLIC SAFETY

JOB SUMMARY:

The Facilities Plumber/HVAC Technician is responsible for skilled work at the journeyman level. The incumbent is involved in preventative and corrective maintenance tasks on plumbing and mechanical systems in City owned facilities.

An employee at this level exercises considerable independent judgment and action, and may supervise the work of one or more semi-skilled subordinates. The ability to read sketches, blueprints, and diagrams is required, as is the ability to facilitate problem resolution. The incumbent is responsible for ensuring that work conforms to required codes, standards and objectives.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Foreman, Civic Trades:

Performs a variety of skilled plumbing and related tasks by:

- installing and repairing a wide variety of fixtures and piping on plumbing and heating systems in City facilities;
- performing preventative and corrective maintenance on plumbing systems, heating, ventilation and air conditioning systems in City facilities;
- assisting in the coordination and supervision of contracted repairs on plumbing and HVAC equipment in City facilities;
- preparing cost estimates and requisitioning materials required for minor projects from layouts, sketches, diagrams and blueprints;
- assisting with the implementation of a preventative maintenance program for existing as well as newly built facilities using CMMS;
- collecting facility systems information to ensure asset records are accurate and current;
- providing input into capital expenditure planning;
- updating and verifying drawings, blueprints and manuals;
- monitoring work flow and setting priorities;
- assisting in the development of safe work procedures, employee training documents and processes that result in increased efficiencies;
- ensuring that safe work practices are followed and rectifying unsafe or potentially unsafe situations;
- responding to after-hours emergency repairs; and
- other duties as assigned.

Performs physical labour including:

- lifting and carrying objects up to 23 kgs;
- walking, standing, lifting, carrying, crouching, stooping, and bending for extended periods of time;
- working in environments with extreme temperatures and humidity;
- working in confined spaces;
- climbing ladders and working at heights for extended periods of time; and
- using man-lifts, scissor-lifts or articulated boom lifts as required to complete tasks.

QUALIFICATIONS:

Education: Completion of Grade 12. Valid Inter-Provincial Plumbing Qualification or a B.C. Trades Qualification. Technical Safety BC issued gas fitter certification (minimum Class B) and a BCWWA backflow assembly testing certification. The following would be considered assets: Valid Inter-Provincial/B.C. Trades qualification as a Sprinkler Fitter or Refrigeration Mechanic and a Technical Safety BC issued Power Engineering Certification (4th Class or higher).

Experience: A minimum of five years of experience as a journeyman plumber in a commercial/institutional setting. Minimum two years of experience in the installation and maintenance of commercial HVAC systems. Relevant experience pertaining to building codes, legislation, regulations policies and procedures in installations and maintenance.

Knowledge and Skills: Exceptional knowledge of the applicable bylaws, codes, and regulations governing plumbing, HVAC and gas fitting work. Demonstrates competency in performing a wide variety of skilled plumbing gas fitting and maintenance tasks. Possesses a strong environmental, health and safety-oriented work ethic. Has the ability to efficiently prioritize and complete tasks in a fast changing environment. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Strives to stay current in standard methods, practices, materials, tools and equipment used in plumbing, gas fitting, HVAC maintenance and construction work. Demonstrates commitment to customer service. Can communicate courteously, tactfully, and diplomatically with members of the general public as well as internal and external customers. Positively contributes in a proactive team environment. Demonstrates effective problem solving skills. Demonstrates ability to use and operate the tools and equipment used in a safe and efficient manner. Ability to understand and carry out oral and written instructions. Ability to work from sketches, blueprints, and diagrams. Ability to estimate the time, equipment, materials, and personnel needed to complete specific tasks and projects. Ability to maintain records and requisition parts and materials as required. Exceptional ability to self motivate and to function effectively with minimal direction and supervision. Sufficient physical strength and stamina to perform the required duties. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:

Vehicle Usage:

Police Information Check:

Full privilege class 5.

Yes – City owned vehicles.

Yes. As a condition of employment, the incumbent must be able to obtain and maintain a RCMP Reliability Status

Prepared by: Dale Martens
Date prepared: January 2020
Date revised:
Revised by: