

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Journeyman Plumber/HVAC Technician

REPORTS TO: Directly: Supervisor of Operations
Indirectly: Manager of Facilities

Purpose:

The Journeyman Plumber provides support to the Facilities Department through plumbing code interpretation, facility plumbing and HVAC upgrades, project planning and budget management.

Required Education, Knowledge, Qualifications and Experience:

- Minimum of Grade 12 diploma or equivalent from a recognized educational institution
- Valid Interprovincial Journeyman Certificate in the plumbing trade including a gas ticket
- Minimum of 5 years experience in commercial plumbing/HVAC installations & maintenance of building management systems.
- Knowledge of the Saskatchewan & Canadian Plumbing Codes
- Thorough knowledge of plumbing terminology, systems, reading/designing plumbing schemas/blueprints, and plumbing layouts.
- Knowledge of safety procedures for the installation, repair and maintenance of Plumbing/HVAC systems
- Strong knowledge of the Workplace Hazardous Materials Information System
- Valid driver's license
- Knowledge of Fire & Building Codes
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to work with minimal supervision and within deadlines.
- Skill in reading and evaluating construction blueprints, panel layout sheets and other technical schematics
- Ability to operate trade-related equipment including but not limited to: sewer augers, power tools, jack hammers, pipe threaders, arc welders, acetylene/cutting torches, buried pipe locator equipment, and gauges to test back flow preventer valves
- Use analytical and research skills to define and solve problems
- Ability to prioritize multiple demands and effectively manage time.
- Ability to do Heavy Load Work which includes:
 - exerting up to 80 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 50 lbs. of force frequently
 - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Superior interpersonal and communication skills, both verbal and written.
- Present a positive and professional approach.

Supervision:

Occasional coordination and/or monitoring of the Maintenance Worker, other trades and contractors

Duties and Responsibilities:

Without restricting the generality of the general description above, the Journeyman Plumber shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Install new plumbing fixtures, including new lines, traps, and drains.
- Install HVAC systems, water heaters, chillers, drinking fountains, drains, tubs, faucets, valves, pumps, and lawn sprinklers as required.
- Repair/replace HVAC systems, flush meters, toilets, urinals, water fountains and lawn sprinklers.
- Repair/extend old plumbing lines or add new lines, including cutting and fabricating materials and amending blueprints.
- Inspect/certify back flow preventors on domestic/fire water lines.
- Review work orders and prepare material list for completion of jobs.
- Perform tracing for leaks in pipes and lines.
- Lay out/install water/drain lines to meet required codes.
- Pull plumbing/gas permits as required.
- Develop, implement and maintain a preventative maintenance program for the facilities where it relates to the plumbing/HVAC trade.
- Conduct failure analysis on building plumbing/HVAC and equipment where applicable.
- Assist with the overall coordination of capital projects and renovations to existing facilities.
- Develop and maintain a positive working rapport with the Principals, staff and the public.
- Maintain awareness of technical developments and advancement in practices, equipment, supplies and materials.
- Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability.
- Advise the facility operating staff the safe efficient operation of systems that relate to the plumbing trade.
- Supervise service contractors who may be engaged to perform work for the Division.
- On occasion may be called upon to manage projects within the division.
- Assist in emergencies which may involve emergency call-outs to affect repairs and to re-secure the buildings.
- Promote safe work practices in accordance with Occupational Health & Safety, Board Policy and directives by supervisors.
- Prepare reports as required by the Supervisor of Operations. (budget, cost estimates, planning)
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be knowledgeable and supportive of applicable Administrative Procedures.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Perform other duties as may be required or assigned by the Supervisor of Operations.

Judgment, Independence and Client/Peer Contact:**Confidentiality:**

At no time should a Journeyman Plumber discuss, in public, information pertaining to a student or staff. The employee is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Journeyman Plumber is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

Client/Peer Contact

This position works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Journeyman Plumber

The salary grid for the Journeyman Plumber is tied to the following grid:

Non-Unionized Administrative Guidelines

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	