



Utility Person - HVAC

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POSITION DESCRIPTION **Utility Person - HVAC**

Responsible to the appropriate Manager, through the appropriate Foreman/Supervisor. Responsible for maintenance of School District heating equipment, sump pumps, venting, exhaust fans and various related equipment.

UTP-HV - 1

Works independently and when required travels from job site to job site using a School Board owned vehicle for transporting workers, supplies, materials, tools and or equipment to the job site.

UTP-HV - 2

Operation of all vehicles and loading other equipment related to HVAC maintenance.

UTP-HV - 3

Changes air filters, inspection of equipment, changing of belts and lubrication.

UTP-HV - 4

Cleaning of equipment.

UTP-HV - 5

Testing of equipment.

UTP-HV - 6

Operates hand, power tools and equipment as required.

UTP-HV - 7

Conducts scheduled school visits to perform preventative maintenance.

UTP-HV - 8

Ensures that all required stock is ordered and ready for use.

UTP-HV - 9

Updates preventative maintenance software and reports issues to mechanical Forman.

UTP-HV - 10

Performs other assigned duties related to the above.

QUALIFICATIONS
Utility Person - HVAC

EDUCATION	<i>TECHNICAL REQUIREMENTS</i> Grade 12 certificate or equivalent combination of education and experience Heating, Ventilation, Air Conditioning and Refrigeration Technician or 4 th Class Power Engineer and/or Pipes Certificate Valid Class 5 British Columbia Driver's License.
EXPERIENCE	<i>TECHNICAL REQUIREMENTS</i> Must have a minimum of three (3) years demonstrated work experience in a related field.
KNOWLEDGE	<i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i> The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of building HVAC and mechanical systems. Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations. Emphasis on fall restraint and working from height.

<p>SKILLS AND ABILITIES</p>	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></p> <p>Maintain a cooperative working relationship with other workers, suppliers, administrators, supervisors, teaching staff, students and the public.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet these circumstances.</p> <p>Demonstrated ability to read and interpret engineered drawings, blueprints, maintenance instructions and procedure manuals.</p> <p>Coordinate the supplies inventory associated with the assigned tasks.</p> <p>Digital technology; including email, online databases and facilities management software used by School District #61.</p> <p>Perform duties in compliance with all applicable safety regulations including lock out/tag out.</p> <p>Keeps in mind the safety of others, including school children.</p> <p>Use of aerial lifting devices such as genie lifts, scissor lifts, bucket trucks.</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift up to 20kg and carry supplies and equipment required to perform his/her duties in accordance with the Occupational Health and Safety Regulations.</p> <p>Able to perform related physical and mental activities.</p> <p>Able to work in a highly active physical environment.</p> <p>Able to work at heights.</p> <p>Able to work in adverse weather conditions.</p>