

Class No.:	
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Pay Group:	24

CLASS SPECIFICATION

Maintenance Worker III - HVAC

NATURE & SCOPE OF WORK

This is repair and maintenance work at Journeyman level requiring skills and knowledge of the building and maintenance trades. An incumbent in this position is primarily responsible for inspecting University buildings, grounds and equipment for the purpose of discovering and/or identifying areas needing attention. The work is distinguished from that of a Maintenance Worker II by the level of knowledge, skills and abilities required and by the complexity and variety of tasks performed. This position typically receives direction from a Facilities Supervisor and reports to the Manager, Facilities Operations.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Performs a variety of repair, renovation and maintenance tasks at a Journeyman level.
- Diagnoses problems and/or failures in the HVAC systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Interprets blueprints and written instructions concerning construction, alteration, maintenance and repair projects; prepares and submits time and material estimates for projects.
- Coordinates work with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Ensures the workshop and work area are tidy and well maintained, tools and other equipment are clean and kept in good condition at all times.
- Monitors services by inspecting buildings and facilities for cleanliness, supplies and safety precautions.

- Inspects buildings, equipment and grounds to ensure all are in good repair and order.
- Assists University security; performs routine checks on safety equipment, locks, doors and windows; locks and unlocks buildings as required.
- Creates an annual training schedule for developing the required apprentice skills. In consultation with the Manager, Facilities Operations sets reasonable training goals and expectations.
- Keeps up to date records for relevant workplace training requirement. Monitors that the apprentice's tasks have been completed. At the conclusion of each scheduled training period, provides the apprentice with a written performance review.
- Assists and oversees the work of staff engaged in similar work.
- Establishes and follows maintenance operating procedures and standards.
- Responds to enquiries from the general public and ensures safety procedures are followed.
- Drives vehicles as required.
- Assists in room set-ups.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

- Thorough knowledge of all work methods, equipment, tools and procedures pertaining to the subject trade.
- Considerable knowledge of the materials, methods, tools, equipment and procedures used in the painting, carpentry, heating/air conditioning and electrical trades in general as well as building maintenance and custodial work.
- Working knowledge of fire and safety hazards and precautionary measures related to the building and general maintenance trades; and of University physical security, fire and emergency systems and procedures.
- Ability to read and interpret building drawings, and update as-built drawings to reflect any change.

- Ability to understand and carry out oral and written regular and emergency instructions.
- Ability to establish and maintain, effective working relationships with other employees, students and the general public.
- Ability to effectively provide a variety of factual information pertaining to the subject matter to the general public with courtesy and speed.
- Ability to use sound judgement with proven troubleshooting and organizational skills and abilities.
- Ability to work with minimal supervision.
- Ability to supervise an apprentice and to provide feedback and reporting on the progress of the apprentice in accordance with the guidelines of the Industry Training Authority.
- Ability to plan, organize and carry out all tasks and responsibility according to deadlines and departmental schedules.
- Ability to stand/walk for up to seven hours per day; ability to safely lift, push and move items within Worksafe guidelines.
- Skill in the use of a variety of hand and power tools and equipment.
- Skill in manual dexterity.

REQUIRED TRAINING & EXPERIENCE

- Completion of an apprenticeship in a trade associated with building and maintenance trades.
- Three years of experience.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- Applicable Journeyman papers.
- Valid Class 5. B.C. driver's licence.