

HVAC TECHNICIAN

Division: (2) Maintenance

Reports to: Mechanical Foreman

Job Summary

With minimal direction by the Foreman, the HVAC Technician performs a variety of duties, including inspecting and maintaining boilers, roof top ventilation units, forced air units, cooling plants, pipefitting and associated equipment. Required knowledge of current techniques, methods, procedures and equipment applicable to the HVAC trade. The incumbent works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Service, maintain, and install all types of mechanical systems related to heating, ventilation and air conditioning.
- Layout, Fabricate and install sheet metal duct work.
- Maintain and optimize our DDC Building Management System.
- Prioritize work and ensure work is conducted relevant to building and safety codes.
- Ensure compliance with the Safety Standards Act, Safety Standards General Regulations and Power Engineers, Boiler, Pressure Vessel and refrigeration Safety Regulation.
- Prepare and obtain supplies as required for equipment repairs and replacement.
- Coordinates workload of Trades Helpers or other maintenance employees.
- Works as a member of the Mechanical support team, provides supervision and direction to casual help and/or an apprentice.
- Participates in building maintenance work order software (Asset Planner) to report work completed, time and material used.
- Performs other maintenance related or emergent duties.
- Available for Emergency call-outs.
- Maintains a clean and safe work area.

Tools and Equipment Used

- Specialized testing equipment, hand tools, power tools, aerial lifts, ladder, scaffolding, threading machine and other equipment specific to the trade.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- Apprenticeship and/or Trades Qualification Certificate in one or more of the following disciplines: HVAC Technician, Electrician, Refrigeration or Class "A" or "B" Industrial Gas

Fitter Certificate.

- Ability to perform a variety of skilled tasks in the installation and maintenance of HVAC systems and equipment.
- Thorough and current knowledge of the standards, practices, methods, and equipment of the trade.
- Cross Connection ticket is an asset.
- A valid B.C. Class 5 driver's license.
- Knowledge of health and safety practices, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Related experience in an industrial/commercial setting including DDC controls.
- Ability to read and interpret blueprints and work sketches
- Physical ability to perform the required duties.
- Ability to work in confined areas and at heights.
- Ability to maintain close attention to detail.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to communicate effectively, both orally and in writing using courtesy and tact in the explanation of and discussion of information with clients, suppliers and other staff.
- Ability to take initiative and act independently on a number of projects.
- Ability to perform individually and as part of a team.
- Current and up to date computer skills related to the position.

Originated: *Oct 22, 2019.*

Reviewed: July 15, 2020

(HVAC Technician)