

JOB DESCRIPTION

POSITION TITLE: MAINTENANCE TECHNICIAN – JOURNEYPerson HVAC

REPORTS DIRECTLY TO: MAINTENANCE SUPERVISOR

REPORTS INDIRECTLY TO: FACILITIES MANAGER

ORGANIZATION: PRAIRIE SPIRIT SCHOOL DIVISION NO. 206
WARMAN, SASKATCHEWAN

DATE: December 2022

ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

Prairie Spirit School Division is the largest rural school division in Saskatchewan, with over 11,500 students and 47 schools located in 28 communities surrounding the city of Saskatoon and including three First Nations and nine Hutterian communities. Prairie Spirit has a dedicated team of professional and support staff serving pre-K to grade 12 students.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Division Administrative Procedures,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

THE POSITION

The Maintenance Technician - Journeyperson HVAC works collaboratively as part of the Facilities Team to provide safe and healthy building, equipment and grounds and is responsible for inspections, preventive maintenance, repairs, renovations, operational and safety improvements on all school division mechanical and HVAC equipment.

KEY ACCOUNTABILITIES

Accountability: Technical (90%)

- Independently and accurately diagnosis, mechanical and HVAC systems and components for problems or failures.
- Make recommendations and perform repairs and replacements of mechanical and HVAC components within approved budget
- Assist with building indoor air quality, environmental and thermal conform systems and optimize system performance through Building Automation Systems.
- Inspect and certify work done by a non-journeyperson personnel in the area that directly pertains to the journeyman certificate held.
- Perform preventative maintenance tasks including inspecting, monitoring, testing, and repairing components and functionality of various HVAC systems, ensuring work done meets specifications and legislated requirements.
- Maintain accurate and timely records of work completed using the Asset Planner application.

Accountability: General Duties and Responsibilities (10%)

- Help maintain and control adequate inventory of maintenance supplies and tools.
- Assist with emergencies which may include emergency callouts to perform repairs and/or re-secure the buildings.
- Promote safe work practices in accordance with Occupational Health and Safety, Board Policy, and directives by supervisors.
- Process e-mail, maintenance requisitions, and supply orders as related to areas of responsibility.
- Perform other duties and obligations as assigned by Maintenance Supervisor or delegate.

SKILL & COMPETENCY REQUIREMENTS

- Read and understand technical plumbing and mechanical schematics, drawings, and manuals.
- Understand and articulate problems and solutions verbally and in written form.
- Knowledge and adherence to safety standards and relevant building and national codes.
- Operate and use equipment, tools, and diagnostic equipment knowledgeably and safely trouble shoot, build, and repair facilities systems and equipment.
- Ability to maintain strict confidentiality with respect to school division operations.
- Ability to work independently with minimal supervision, plan and expedite work as it pertains to assigned projects and prioritize multiple demands.
- Ability to perform heavy work. (Exerting up to 100 lbs. of force occasionally, and up to 50 lbs. of force frequently, and up to 20lbs of force constantly to move objects)
- Proficient knowledge of building automation systems and ability to work with a variety of software applications and computer systems.

EDUCATION, KNOWLEDGE AND EXPERIENCE

- Possess a Journeyperson Red Seal Refrigeration Mechanic Certificate with commercial gas ticket or a Journeyperson Plumber with commercial gas ticket.
- Minimum five years' experience in commercial plumbing installations and maintenance of plumbing and mechanical systems.
- Valid driver's license.
- Related training or experience in all areas of building maintenance or construction would be an asset.