



IDENTIFICATION

Department	Position Title	
Infrastructure	Plumber / Gasfitter / Oil Burner Mechanic	
Position Number	Community	Division/Region
33-0632	Fort Simpson	Deh Cho

PURPOSE OF THE POSITION

The Plumber / Gasfitter / Oil Burner Mechanic performs Preventative Maintenance (PM) checks: service and repair the plumbing and heating systems in all Government of the Northwest Territories (GNWT) owned and operated buildings, and service and repair community water and sewage facilities in all GNWT owned and operated assets, throughout the Deh Cho Area.

SCOPE

Reporting to the Area Manager, this position is located in Fort Simpson, and performs plumbing/oil burner mechanic services and preventative maintenance for GNWT owned and operated buildings in the Deh Cho Area as required.

The incumbent ensures GNWT owned and operated buildings environments are safe through preventative maintenance checks, identifying repairs to correct deficiencies and completion of inspection reports.

The incumbent maintains plumbing and heating equipment to GNWT buildings to ensure safe and efficient operation through testing and installation of replacements of equipment on boilers, furnaces and heating, ventilation and air condition systems.

RESPONSIBILITIES

- Ensures satisfactory operations and inspects plumbing systems, ventilating systems, hot water heating systems, water plants and equipment in GNWT buildings, by:**
 - Conducting regular preventative maintenance checks of plumbing and heating systems and equipment, including all mechanical installations and heat recovery systems.

- Diagnosing faults in plumbing and heating systems in accordance with the Maintenance Management System.
 - Identifying repairs required to correct deficiencies.
 - Completing inspection reports on deficiencies.
 - Installing, repairing and servicing all fuel oil systems in the GNWT buildings.
- 2. Maintains plumbing, hot water and forced air heating equipment in GNWT buildings to ensure safe and efficient operation, by:**
- Repairing and replacing boilers, furnaces, and heating, ventilation and air conditioning (HVAC) systems.
 - Repairing, testing and calibrating HVAC control systems both electric and pneumatic.
 - Repairing and replacing plumbing equipment, such as: bathroom and laundry fixtures, sump pumps, sewage systems, water supplies and hot water tanks.
 - Installing complete plumbing and heating systems.
 - Repairing or replacing frozen sewer and water systems.
 - Repairing or replacing mechanical insulation on pipes, tanks, boilers, breechings, ducting, etc.
 - Troubleshooting problems in heating, ventilation and plumbing systems in GNWT buildings.
- 3. Checks work on plumbing and heating systems performed under contract to ensure compliance with plans, specifications and governing codes, by:**
- Reviewing plans and specifications for renovations and new construction projects.
 - Conducting inspections of all plumbing and heating installations.
 - Identifying any deficiencies in workmanship.
 - Completing inspection reports.
- 4. Maintains community water systems to ensure satisfactory operation, by:**
- Conducting regularly scheduled maintenance and repairs or replacement of water intakes, pumps, frost protection, etc.
 - Conducting regularly scheduled maintenance and repairs or replacement of water storage tanks and piping, delivery and circulation pumps, heat exchangers and other related equipment.
 - Conducting regularly scheduled maintenance and repairs or replacement of piped waste and sewage systems, controls, heating systems, pumps, insulation and services to GNWT buildings.
- 5. Completes records for all maintenance and repairs to plumbing, heating and water systems, and equipment, by:**
- Identifying supplies required to complete jobs and compiling material lists.
 - Completing work orders for all work assignments indicating materials used, work accomplished and time required to complete jobs.
 - Accounting for eight hours of time daily, plus any overtime hours.

6. Performs other duties such as:

- Testing and repairing fire extinguishers and sprinkler systems.
- Controlling the use of materials and supplies from the trades shop.
- Assisting the Stationary Engineer and other trades-people as required.
- Working overtime and on-call as required.

WORKING CONDITIONS

Physical Demands

Frequently works in cramped, awkward, confined spaces and in hazardous conditions. Lifts and moves heavy objects in cramped, awkward, confined spaces for hours at a time; there is considerable discomfort.

Frequently duties involve heavy lifting and moving of boiler sections, large electric motors, pumps piping, etc., up to several hundred pounds. There is moderate to extreme physical stress, discomfort and risk of accidents (crushing, breaking, other injuries).

Operation of hand and power tools and testing equipment is required on a daily basis.

Environmental Conditions

Twice a week, works in obnoxious odors (sewer systems, steam/hot water and chemicals), up to 2 hours at a time. There is considerable discomfort.

Will work in extreme cold or heat (-50 or +50) conditions each day, up to 2 hours at a time. There is extreme physical discomfort.

Seasonally, (for RWED Forest Fire Towers and Parks) works with Natural Gas Fired Appliances, up to 4 hours a week; there is substantial risk of an accident or ill health.

Sensory Demands

The incumbent must be focused on sounds, hand/eye coordination for up to 8 hours each day.

Mental Demands

Weekly, will respond to emergencies at all hours, up to 4 hours at a time. There is moderate to extreme intensity.

30% of the employee's time is spent on duty travel to communities in small aircraft and in various weather conditions. There is also travel on ice roads to small communities, up to 4 hours at a time. There is moderate intensity.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to inspect plumbing and how water systems and equipment work; complete repairs/installations in accordance with Plumbing and Heating Codes;
- Knowledge of Computer Building Operator Systems (Honeywell, SBX 5000);
- Basic electrical knowledge and knowledge to work with metric system;

- Hazardous Goods Knowledge (chemical mixes and cleaner);
- Ability to supervise and train apprentices and casual staff;
- Ability to maintain accurate records;
- Ability and willingness to keep up-to-date with technology.

Typically, the above qualifications would be attained by:

- Journeyman Plumber/Class 'B', Gas Fitter Certificate;
- Oil Burner Mechanic;
- Be able to register with the GNWT Boiler Inspector for the gas portion of the ticket;
- Three years of related experience.
- Grade 12 Math and Physics essential for using and working with the metric system;
- Basic electrical knowledge and Hazardous Goods Knowledge (chemical mixes and cleaners) is essential;
- Class 4 Operator's Certificate would be an asset;
- Class 5 NWT Driver's Licence;

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 READING COMPREHENSION:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 WRITING SKILLS:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred

CERTIFICATION

Title: Plumber / Gasfitter / Oil Burner Mechanic

Position Number(s): 33- 0632

 Employee Signature	 Supervisor Signature
 Printed Name	 Printed Name
 Date	 Date
<i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
 Deputy Head Signature	
 Date	
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.