

IDENTIFICATION

Agency		Position Title	
Housing Northwest Territories		Plumber/Oil Burner Mechanic	
Position Number	Community	Division/Region	
93-17821	Inuvik	Infrastructure Services/ Beaufort Delta District	

PURPOSE OF THE POSITION

The Plumber/Oil Burner Mechanic is responsible for inspecting, maintaining, and repairing the plumbing and heating systems in Housing NWT (HNWT) owned and operated buildings, in accordance with HNWT and Government of Northwest Territories (GNWT) acts, regulations, policies and agency procedures to minimize breakdowns and to maximize the lifetime of facilities and other assets.

The Plumber/Oil Burner Mechanic is also responsible for providing technical and administrative support for the development of the delivery capability of assigned Local Housing Organizations in the areas of maintenance and renovation. They will work in collaboration with HNWT's maintenance team.

SCOPE

Located in Inuvik, this position reports to the Manager, Maintenance Programs who is located in Yellowknife. The incumbent would take general direction and assignments from the Manager but would be expected to work closely and collaborate with the Manager of Technical Services with the District Office of their Region.

This position, guided by policies and procedures in maintenance management and health and safety areas, is responsible for results and outcomes. The Housing Maintainer will be assigned plumbing/gas fitting/oil burner mechanic services and preventative maintenance work through the generation of work orders issued out of the various communities within the region. Repair work is either identified through preventative maintenance checks or through notification from the District Office or from any of the Local Housing Organizations' within the region.

The incumbent checks on work completed by contractors to ensure compliance with plans, specifications and governing codes. This position is expected to complete reports on all

maintenance and repairs to plumbing, heating and water systems and equipment within the South Slave Region. The Plumber/Gasfitter/Oil Burner Mechanic also supervises training apprentices and casual staff, as well as assists other trades persons when required.

This position requires the incumbent to work in a computerized maintenance management environment and initiate, track, and update the status of work orders using a computer, on a daily basis. The incumbent will also contribute to inventory counts.

The duties of the position have an impact on the Local Housing Organizations, District Offices, and more importantly individual housing tenants.

RESPONSIBILITIES

- 1. Ensures satisfactory operations and inspect plumbing systems, ventilating systems, hot water heating systems, water plants and equipment in Government buildings, by:**
 - Conducting regular preventative maintenance checks of plumbing and heating systems and equipment, including all mechanical installations and heat recovery.
 - 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.
- 2. Maintains plumbing, hot water and forced air heating equipment in government owned and operated buildings and equipment to ensure a safe and efficient operation and optimize the lifetime usefulness of the assets.**
 - Conducts regular inspections of buildings to identify and achieve any repairs required before they become a major deficiency or present a hazard.
 - Provides advice on the methods and equipment required.
 - Repairs and replaces boilers, furnaces and heating, ventilation and air condition systems.
 - Repairs, tests and calibrates H.V.A.C. (Heating, Venting and Air Conditioning) control systems both electric and pneumatic.
 - Repairs and replaces plumbing equipment, such as: bathroom and laundry fixtures, sump pumps, sewage systems, water supply and hot water tanks.
 - Installs complete plumbing and heating systems.
 - Repairs or replaces frozen sewer and water systems.
 - Repairs or replaces mechanical insulation on pipes, tanks, boilers, breeching, ducting, etc.
 - Repairs the sprinkler and fire alarm systems, including piping, heads, dry valves, fire pumps, jockey pumps and all related controls.
 - Provides support to colleagues and regional tradesmen and contractors to aid in repairs or maintenance work.
- 3. Checks work on plumbing and heating systems performed under contract to ensure compliance with plans, specifications and governing codes by:**

- Troubleshooting problems in heating, ventilation and plumbing systems in government owned assets.
 - Reviews plans and specifications for renovations and new construction projects.
 - Conducts inspections of all plumbing and heating installations;
 - Identifies any deficiencies in workmanship;
 - Provides advice on the methods and equipment required;
 - Completes inspection reports.
- 4. Completes work orders and log books for all maintenance and repairs to buildings work and mobile equipment in order to identify historical costs and work completed on each asset.**
- Identifies supplies required to complete jobs and compiles materials lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner.
 - Creates and completes work order reports in the CMMS (Computerize Maintenance Management System) for all work assignments by indicating materials used, work accomplished, and time required to complete the jobs.
 - Identifies any major repairs or renovations required to government assets in order to maximize their usage.
 - Records facility status, preventative maintenance completed and repairs required in facility log book on a daily basis.
- 5. Performs administrative tasks to assist the district office in carrying out agency objectives.**
- Orders replacement supplies in consultation with supervisor.
 - Reports on work performed by contractors to ensure satisfactory performance and compliance with terms of the contract.
 - Compiles and maintains an inventory of all materials in the workshop to account for government owned stock and equipment.
- 6. Acts as a liaison between the community and the District Office to ensure that sensitive issues involving the agency are brought to the attention of the supervisor.**
- 7. Maintains the agency's vehicles and mobile equipment to ensure safe and efficient operation of the assets.**
- Performs routine service checks such as changing oil and lubrication moving parts to keep assets in operation.
 - Obtains monthly meter and/or mileage readings to monitor the wear and tear being placed on vehicles and equipment.
 - Reports accidents, incidents and abuse of equipment to supervisor to ensure the necessary claims can be filed with the appropriate government department.

WORKING CONDITIONS

Physical Demands

Incumbent works in cramped, awkward, confined spaces and in hazardous conditions; Lifts

and moves heavy objects in cramped awkward, confined spaces. Incumbent is involved in heavy lifting and moving of boiler sections, large electric motors, pumps, piping. Uses safety equipment such as goggles, masks, gloves, coveralls, safety boots, other special equipment may also be required. The incumbent operates hand and power tools and testing equipment.

A considerable amount of time is spent walking to and at work sites to inspect all government owned buildings and works in the community (4-6 hours per day). As the incumbent is required to work alone, there is a higher risk of injury.

Environmental Conditions

Constantly required to lift heavy tools and equipment in the mechanical, electrical and carpentry trades, as well as work in awkward positions (4-6 hours per day). A considerable amount of time is spent walking to and at work sites to inspect all government owned buildings and works in the community (4-6 hours per day). As the incumbent is required to work alone, there is a higher risk of injury.

Sensory Demands

Work involves hand/eye coordination to make repairs and replace parts, and intense listening and observational skills in the diagnosis of equipment problems. Touching will be required in making repairs that are obscured from vision.

The incumbent works in obnoxious odors (sewer systems, steam/hot water & chemicals); extreme cold or hot conditions; with propane and oil fired appliances and boilers.

Mental Demands

This position is called out at all times of the day and night, causing disruption to family life. Pressure from people in the community regarding repairs and unusual requests and complaints causes disruption in lifestyle and work schedule.

This position spends 60% of their time travelling to communities in various weather conditions in small aircraft and on ice roads.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to inspect plumbing and how water systems and equipment work.
- Ability to complete repairs and installation in accordance with the Plumbing and Heating Codes.
- Ability to use and work in International System of Units (SI - the metric system) as many tools and parts are in metric.
- Experience in operation and maintenance of equipment in order to work independently to maintain and repair a variety of assets.
- Knowledge of the following codes, legislations and other documents related to building trades and the ability to reference and interpret individual items from the code books, legislation or other documents including the National Building Code, Canadian Electrical

Code, Canadian Plumbing Code, Northwest Territories Fire Code, Workers' Safety and Compensation Commission (WSCC) safe work practices, Maintenance Management System Manual and various Equipment Operating Manuals.

- Ability, knowledge and skills to work in a computer-based environment.
- Ability to use word-processing, spreadsheet and email programs (such as Microsoft Word, Excel and Outlook), as well as a variety of web-based software systems required to operate in the government environment.
- Ability to work in a team environment and collaborate with others.
- Training and Demonstrated knowledge in a variety of software programs to facilitate administrative work.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Journey Certified Plumber/Oil Burner Mechanic plus 2 years' experience. A Second Class Gas Fitter Certificate (sometimes referred to as Class 'B' Gas Fitter) is an asset. Must be able to register with the GNWT Boiler Inspector for the gas portion of the ticket.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A class five Driver's License.

Position Security

- ☐ 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

Indigenous language: Select language

- ☐ Required ☐ Preferred