

School District No. 8 (Kootenay Lake)

Job Description

Status: Approved

Date: June 19, 2002

Job Title

Mechanical Systems Co-ordinator

Job Summary:

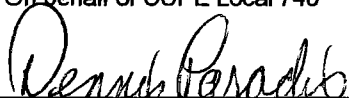
An employee who, under the direction of the Manager of Operations or designate, co-ordinates the operation of the District's Mechanical systems.

Note: This position requires considerable co-operation with the Electrical and Alarms Systems Co-ordinator.

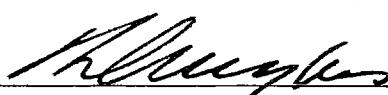
Job Requirements:

1. Diploma of Technology from a recognized Post-Secondary educational or technological institution or equivalent training and experience.
2. Valid BC Certificate of Apprenticeship or Interprovincial Standard in the plumbing trade.
3. Valid Class A Gas Fitting certificate.
4. Valid B.C. Class 5 Driver's License.
5. Good understanding of code of requirements for HVAC, plumbing and gas fitting as well as general requirements or regulations in this geographical area.
6. Thorough knowledge of DDC systems, HVAC units, plumbing and gas fitting trades, equipment, material and methods.
7. Ability to read and interpret plans, drawings, specifications and instructions relating to HVAC, plumbing and gas fitting systems.
8. Ability to develop plans and drawings related to HVAC, plumbing and gas fitting requirements for projects of varying scope and size.
9. Ability to estimate costs and have knowledge of appropriate materials.

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On behalf of CUPE Local 748



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10. Ability to communicate effectively.
11. Ability to supervise and give instructions to others.
12. Ability to work independently effectively and efficiently.
13. Must have understanding and knowledge of safe work practices.
14. Perform other job related duties as may be assigned.

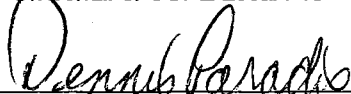
Job Duties:

1. Perform work relating to HVAC, plumbing and gas fitting in relation to preventative maintenance, repairs and installation.
2. Supervise crew(s) assigned to work in HVAC, plumbing and gas fitting areas.
3. Design, develop and monitor effective Preventative Maintenance programs for all HVAC units and were required, all plumbing equipment in the District.
4. Co-ordinate installation and monitoring of the District DDC systems.
5. In co-operation with the Maintenance Foreman, co-ordinate general maintenance of heating and plumbing systems and any gas fitting requirements.
6. Provide input in relation to any new construction or major renovations relating to heating, plumbing and gas fitting.
7. Provide input in relation to the development of the annual operating and capital budgets.
8. Co-ordinate District's energy conservation program.
9. Co-ordinate operation of the District's utility tracker system.
10. Co-ordinate safety of District water systems in consultation with the District Safety Officer.

Job Conditions:

1. Work is physically demanding.
2. Can be in undesirable conditions dependent on weather and location.
3. Steel-toed safety footwear is required as per Clause 10:13 -- Boot Allowance of the current collective agreement.

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