

## **SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**

### **HEATING AND VENTILATION TECHNICIAN**

#### **1. Position Summary**

Under the direction of the Director of Operations and the Assistant Director of Operations maintains the heating and ventilation systems in the division's buildings and schools.

#### **2. Repair and Maintenance Duties**

- Maintain heating and ventilation systems by installing replacement components or providing new installations and performing other heating and ventilation repairs individually or in conjunction with other tradespersons or custodial personnel.
- Maintain a safe and comfortable working environment through testing, adjusting and maintaining heating control mechanisms and systems.
- Perform preventative maintenance procedures for all heating and ventilation systems in accordance with the manufacturer specifications and/or the terms of the equipment warranties.
- Other duties as assigned with skillset.

#### **3. Administrative Duties**

- Prepare cost estimates for major repairs and for the replacement of heating and ventilation equipment and systems.
- Order and maintain an inventory of heating and ventilation repair supplies and parts.
- Prepare written reports regarding the condition of heating and ventilation systems in the division including written recommendations regarding the management of the heating and ventilation systems in the division.
- Supervise a helper when a helper is required.
- Review work performed by outside contractors and identify deficiencies.

#### 4. **Education**

- A complete Grade 12 education with good oral and written communications skills and strong mathematical skills.
- Journeyperson's Certificate in Gas Fitting or similar.
- Gas Fitter's Licence "A".
- A valid Manitoba driver's license.

#### 5. **Experience**

- Minimum 5 years at Journeyperson level.

#### 6. **Physical Demands**

- Exposure to dust and fumes.
- Outdoor work in inclement weather conditions.
- Respond to emergency calls after normal working hours.