

The University of Winnipeg Class Specification

Revision Date: April 18, 2019

Classification: HVAC Technician

Unit: I.U.O.E.

CHARACTER OF THIS CLASSIFICATION LEVEL

The Physical Plant Department is responsible for the entire physical facilities of the University, including all buildings and grounds, furnishings and fixed equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Installation, maintenance and repair of heating, refrigeration, air conditioning systems, and related equipment.
 - Maintains and repairs all HVAC systems and related equipment including: heat pumps, roof-top units, and fan coil units, refrigerators, freezers, ice machines.
 - Installs and commissions new HVAC equipment.
2. Estimating costs of new installations and repairs to existing systems and equipment.
 - Assist the Lead HVAC Technician with estimating the time and cost of materials required for new installations or repairs to existing systems and equipment when outside contractors are required.
3. Maintaining related HVAC maintenance records.
 - Assist the Lead HVAC Technician in creating and implementing a preventative maintenance program to ensure HVAC systems are operating at their maximum efficiency.
 - Ability to communicate effectively in English both orally and in writing to promote cooperation and goodwill with all staff, students and the public.
4. Other duties as assigned.

QUALIFICATIONS REQUIRED

The minimum qualifications necessary for acceptable (satisfactory) performance are:

Level of Formal Education:

- High School Completion
- Must possess a valid Certificate of Qualification as a Refrigeration and Air Conditioning Mechanic issued by the Manitoba Department of Labour
- Must possess a valid Manitoba Gasfitter B Licence
- Must possess a valid Manitoba Limited Electrical M-G Licence
- MOPIA Certificate
- Must possess a valid Class 5 Manitoba Drivers Licence
- Optional – 4th or 5th Class Power Engineering Certificate

Experience:

- At least five years of experience as a Journeyman Refrigeration and Air Conditioning Mechanic.

or

- An acceptable equivalent combination of education and experience may be considered.

Skills and Abilities:

- Ability to work alone without direct supervision.
- Ability to read blue prints, electrical schematics, understands technical language and manuals.
- Ability to effectively troubleshoot equipment in a safe manner.
- Must be able to handle and operate all tools and equipment necessary for the performance of duties.
- Must be alert and able to react quickly in emergencies.

Physical Requirements:

- Must be able to lift and transport heavy items without accident or injury (up to 50 lb.)
- Must be capable of performing the duties as assigned

This class specification is intended to illustrate the characteristics of this classification level and should not be interpreted as a description of any one individual position within this classification level.