

The University of Winnipeg Class Specification

Date: April 18, 2019

Classification: Lead 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. Coordination of HVAC Projects

- Coordinate all aspects of HVAC projects by estimating time, labour and materials requirement, scheduling work, coordinating meetings and inspections, reviewing contractor quotes, and making recommendations to the Project Manager.
- Pull gas permits in accordance with all City of Winnipeg By-Laws and Provincial code or regulations with the appropriate authority having jurisdiction.
- Monitor the work of HVAC technicians and external contractors assigned to HVAC Projects to ensure compliance with applicable codes, standards, specifications, and contractual obligations are met.
- Estimate the time and cost of materials required for new installations and repairs when outside contractors are required.

2. 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.

3. Maintaining related HVAC maintenance records.

- Create and implement 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 A License
- Must possess a valid Manitoba Limited Electrical M-G License
- Must possess a valid Fuel Fired Heating Systems License issued by the City of Winnipeg Fire Department
- MOPIA Certificate
- Must possess a valid Class 5 Manitoba Driver's License
- Optional – 4th or 5th Class Power Engineering Certificate

Experience:

- At least five years of experience as a Journeyman Refrigeration and Air Conditioning Mechanic.
- Experience working in a lead or project coordinator role

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.
- Must be proactive and solution-oriented with effective interpersonal skills and the ability to deal with all levels of staff, faculty and students in a pleasant manner

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.