

1. IDENTIFICATION

Position No. 14-02388	Job Title Plumber/OBM/Stationary/Engineer	Supervisor's Position Maintenance Coordinator (North)	
Department Community and Government Services	Division/Region Infrastructure	Community Rankin Inlet	Location CGS Office
Fin. Code: 14715-01-3-320-1406000-01-			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The incumbent will provide technical, operational, maintenance services and complete repairs water/sewer treatment facilities, piped water/sewer distribution system and preventative maintenance and repairs to heating, ventilation, sprinkler and plumbing systems in School buildings, Regional Health Facility, and other GN owned buildings in Rankin Inlet. Incumbent is also responsible for maintaining boilers. Incumbent will need to travel to other communities to complete inspections and repairs.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The incumbent has the primary responsibility to provide the technical and maintenance support for major GN facilities such as Rankin Inlet Utilidor, Kivalliq Regional Health Facility, Schools, and other major GN assets in Rankin Inlet and in the Kivalliq Region in Rankin Inlet and the Kivalliq Region.</p> <p>The position impacts on the efficiency of the Government of Nunavut and in turn the services to other departments and the Public. Failure to identify and repair deficiencies properly can lead to safety hazards to the GN and the Public or become very timely and costly repairs</p>

4. RESPONSIBILITIES

<p>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p> <p>Daily System Operations:</p>

Perform daily checks on pump houses, sewage treatment plant, lift stations, Health Centre, Schools, NAC, other GN facilities in Rankin Inlet to ensure proper operations and completes minor repairs or adjustments as required.

Fill out Operator's reports and checklists for water consumption, chlorine and fluoride record sheets for the Water distribution pump house and mechanical operation checklists for larger buildings.

Check the system operation for major buildings with DCC controls by reviewing the Honeywell Computer program for the building and keep records of system control by printing off status reports daily.

Remove solid waste from sewage treatment plant with dump trailer. Collect water samples for bacterial testing as required. Ongoing PM and Repairs Program. Inspects and exercises valves in the manholes, test fire hydrants. Repairs and Rebuilds equipment (i.e. Submersible pumps etc). As required or as directed by the M.M.S. Schedule.

Works with other trades staff and oversee casual staff and contractors in the sewer main rodding and the cleaning access vaults, replacement of damaged water sewer mains, repairing of water/sewer mains due to dips etc. Installing new HDPE mains using butt fusion machines to weld pipes together.

Provides advice to Settlement Supervisors in the method and equipment required to perform basic repairs. Provides trouble shooting assistance to Settlement Supervisors over the telephone to identify the fault and methods to repair the problem.

Complete preventative maintenance checks on heating, plumbing, sprinkler systems, heat recovery systems with HVAC systems and completes the inspection report for each work order. Completes boiler water testing and treats the water to ensure the boiler (steam and low pressure water system) water/glycol is within acceptable ranges.

Diagnoses faults in the plumbing, heating, HVAC, heat recovery DDC systems and other mechanical systems by identifying the problem, identifying solutions to the faults/problems and follows up with supervisor to ensure the repairs are completed. Identifies fault/problems on a work order.

Orders materials for repair work and parts and materials required for special projects (such as boiler replacement major servicing of HVAC etc).

Conducts inspections on work performed by contractors to ensure that work conforms to governing codes, contract plans and specifications. Identifies any deficiencies including workmanship and completes an inspection report and attaches a work order.

Completes repairs or replacements of major components such as boilers and pipe fittings systems.

Identifies supplies and parts required to complete project and keeps records of materials used on work order and advises supervisor when bench stocks needs to be replenished before the last of each is used.

Works with the Utilidor System Operator operating and training other staff and contractors on how to use the Sewer Cleaning machine, Sewer Steamer, sewer Camera and taking pictures of the inside of water and sewer mains to identify damage or problems and required repairs to butt fusion machines, and steaming machines, for thawing water/sewer mains.

Maintain the pump houses lift stations, treatment plant and keep the buildings in clean working order. This includes the diesel generators, boilers, fuel lines, pumps, burner controls, DDC Controls etc.

Keep records and completes work orders for all materials used and hours worked on each work order.(accounts for all time on work orders)

Maintain an inventory of spare parts for all facilities and equipment. Keep manufacturers information on all equipment and parts for proper operation, trouble shooting and installation guides.

Perform other duties such as:

Supervise and train apprentices and casuals.

Travelling to remote communities for interim and Final Inspections to complete inspections for the Projects division and complete PM, scheduled repairs and emergency repairs on short notice.

Work with supervisor to identify sealifts supplies, based on previous year's requirements and special projects planned for the upcoming year.

Maintain proper house keeping practices in the work areas, by removing old materials and parts and cleaning up after each job, putting all guards, ceiling tiles back in the proper location. Closing and locking the access vaults to prevent tampering to valves and safety for neighbourhood children.

Follow safety rules and procedures as established for the work place.

Provides input to the department's safety committee. Performs other related duties as assigned.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- Knowledge of cold climate building systems;
- Knowledge of technical principals, code compliance, regulations, and policies related to building construction and operations;
- Knowledge of contract administration

- Knowledge of all building and mechanical systems.
- Knowledge of operations & maintenance roles and responsibilities
- Knowledge of building systems and their interactions.
- Knowledge of building codes, regulations and standards.

Skills & Abilities:

- The ability to work independently;
- The ability to understand and interpret building drawings and specifications;
- The ability to interpret electronic versions of drawings;
- The ability to research, analyze and recommend products and systems
- A thorough understanding of predictive and preventive maintenance practices and tools.
- Strong communication and leadership skills.
- The ability to use and work with a metric system.
- The ability to keep records.
- Ability to follow WHMIS and confined Space Entry Safety procedures
- The ability to supervise and train apprentices.
- Ability to inspect and repair plumbing, heating, sprinkler systems, and ventilation systems.
- Ability to operate a computer with basic e-mail programs and advanced building control systems

The knowledge, skills and abilities would be attained through certification as a Journeyman Plumber or Oil Burner Mechanic with a minimum of three (3) years related experience in the trade as a member or a leader of a team:

- 5th Class Stationary Engineer Certificate is required to meet the minimum regulatory requirement for maintaining a heating plant over 750K Watt
- Experience supervising staff or contractors
- Experience with a variety of building types and sizes or municipal works
- Class 5 driver’s License (or equivalent)

Several years experience working with DCC controls, from daily operations to replacement of defective DDC devices.

The duties of this position require access GN offices, buildings, medical facilities and schools. Submission of a satisfactory Vulnerable Sector Check is required for this position.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Workload can be heavy at times and work may not be very enjoyable when its minus 35C with a wind chill and frozen or plugged sewer main needs to be cleared. Repairs on a water/sewer main can take several very long days to repair (in access of 12 to 14 hours shifts or longer in very in climate weather). The incumbent must be a self starter who is able to set priorities and can foresee implications for delays to completing repairs.

Incumbent will be working with water treatment chemicals that can be very dangerous if handled incorrectly. Incumbent work environment can be subject to climate, damp, nauseous odors, windy, and tight working conditions, Customer’s dogs pose a hazard for doing repairs to the Utilidor mains.

Must be able to work in hot, cold, and wet conditions, climbing into manholes or trenches, Must be in good physical condition as incumbent needs to be able to lift and carry generators, pumps and hoses, use hand shovel to dig trenches, carry, drag heavy water/sewer pipes and do all this under all weather conditions.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Often working in trenches in the winter involving icy conditions and poor visibility. There is a high risk of slipping while working and causing body strain or injury. Working in the sewage treatment plant is not pleasant and is hazardous to workers with possible airborne sewage particles (bacteria/virus).

Sensory Demands

Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents’ senses.

Must have good hearing to determine if there is a change in the noise in the mechanical rooms which could indicate that pumps or boiler are not working properly. Minor adjustments now will prevent a major repair or break down later. Dexterity to be able to find and tighten screws and nuts in awkward positions and locations. Good balance for walking, climbing into trenches that may be ice covered in the winter.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Working in hot, cold, wet, windy, smelly, noisy, tight environments doing urgent repairs and customer/clients demanding other problems to be repaired immediately can lead to high anxiety and tension for the employee.

7. CERTIFICATION

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.