



IDENTIFICATION

Department	Position Title	
Infrastructure	Plumber, Gasfitter, Oil Burner Mechanic	
Position Number	Community	Division/Region
33-14714	Hay River	Facilities/South Slave

PURPOSE OF THE POSITION

To perform preventative maintenance checks, service and repair the plumbing and heating systems in all Government of the Northwest Territories (GNWT) owned and operated buildings, and service and repair community water facilities in all GNWT owned and operated assets throughout the Hay River Area.

SCOPE

Reporting to the Facilities and Maintenance Coordinator, the Plumber, Gasfitter, Oil Burner Mechanic (Mechanic) is located in Hay River and performs plumbing/gas fitting/oil burner mechanic services and preventative maintenance for GNWT owned and operated buildings as and when required.

The incumbent ensures GNWT owned and operated building environments are safe through preventative maintenance checks, identifying repairs to correct deficiencies and completion of inspection reports.

The Mechanic maintains plumbing and heating equipment to GNWT buildings to ensure safe and efficient operation through testing and installation of replacements of equipment on boilers, furnaces and heating, ventilation and air conditioning systems.

This position makes checks on work completed by contractors to ensure compliance with plans, specifications and governing codes. This position is expected to complete reports on all maintenance and repairs to plumbing, heating and water systems and equipment within the Hay River Area.

The Mechanic supervises training apprentices and casual staff, assists other trades persons when required, and works regular hours plus overtime and on-call pending emergencies.

RESPONSIBILITIES

- 1. Ensures satisfactory operations and inspect plumbing systems, ventilating systems, hot water heating systems, water plants and equipment in GNWT buildings, by:**
 - Conducting regular preventative maintenance checks of plumbing and heating systems and equipment, including all mechanical installations and heat recovery;
 - Diagnosing faults in plumbing and heating systems in accordance with the Maintenance Management System (MMS);
 - Identifying repairs required to correct deficiencies;
 - Completing inspection reports on deficiencies.
- 2. Maintains plumbing, hot water and forced air heating equipment in GNWT buildings to ensure a safe and efficient operation by:**
 - Repairing and replacing boilers, furnaces and heating, ventilation and air condition systems;
 - Repairing and testing of HVAC (Heating, Ventilation and Air Conditioning) control systems both electric and pneumatic;
 - Repairing and replacing plumbing equipment, such as: bathroom and laundry fixtures, sump pumps, hot water tanks, drinking fountains, emergency showers and eye wash stations;
 - Installing complete plumbing and heating systems;
 - Repairing or replacing frozen sewer and water systems;
 - Repairing or replacing mechanical insulation on pipes, tanks, boilers, breeching, ducting, etc.
- 3. Checks work on plumbing and heating systems performed under contract to ensure compliance with plans, specifications and governing codes by:**
 - Installing, repairing and servicing all propane and fuel oil systems in the GNWT buildings;
 - Troubleshooting problems in heating, ventilation and plumbing systems in GNWT buildings;
 - Reviewing plans and specifications for renovations and new construction projects;
 - Repairing sprinkler systems, including piping, heads, dry valves, fire pumps, jockey pumps;
 - Conducting inspections of all plumbing and heating installations;
 - Identifying any deficiencies in workmanship;
 - Completing inspection reports.
- 4. Maintains community water systems to ensure satisfactory operation by:**
 - Conducting regularly scheduled maintenance, and conducting repairs or replacements on water intakes, pumps, frost protection, etc.;

- Conducting regularly scheduled maintenance, repair and replacement of water storage tanks and piping, delivery and circulation pumps, heat exchangers, and other related equipment;
- Conducting regularly scheduled maintenance, repair and replacement of piped waste and sewage systems, controls, heating systems, pumps, insulation, and services to GNWT buildings.

5. Completes records for all maintenance and repairs to plumbing, heating and water systems and equipment by:

- Identifying supplies required to complete jobs and compiling material lists;
- Completing work orders for all work assignments indicating materials used, work accomplished and time required to complete jobs;
- Accounting for eight hours of time daily plus any overtime hours.

6. Performs other duties such as:

- Supervising and training apprentices and casual staff;
- Testing and repairing fire extinguishers and sprinkler systems;
- Controlling the use of materials and supplies from the trades shop;
- Assisting other trades-people in emergency situations (i.e., following instructions of the Electrician during major power failures);
- Providing advice to the Settlement Maintenance Supervisors on the methods and equipment required to perform basic repairs;
- Assisting the Stationary Engineer and other trades-people as required;
- Working overtime and on-call as required;
- Filling in for the Operator Engineer as required;

WORKING CONDITIONS

Physical Demands

- Works in cramped, awkward, confined spaces and in hazardous conditions;
- Lifts and moves heavy objects in cramped awkward, confined spaces;
- Heavy lifting and moving of boiler sections, large electric motors, pumps, piping;
- Uses safety equipment such as goggles, masks, gloves, coveralls, safety boots, other special equipment may also be required;
- Operated hand and power tools and testing equipment.

Environmental Conditions

- Works in obnoxious odours (sewer systems, steam/hot water & chemicals);
- Works in extreme cold or hot conditions;
- Works with propane and oil fired appliances and boilers.

Sensory Demands

- Must be focused on sounds and hand/eye coordination.

Mental Demands

- Responds to emergencies at all hours;
- Spends 60% of time travelling to communities in various weather conditions in small aircraft and on ice roads.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to inspect plumbing and how water systems and equipment work;
- Ability to complete repairs and installation in accordance to the Plumbing and Heating Codes;
- Ability to supervise and train apprentices and casual staff;
- Ability to maintain accurate records;
- Ability and willingness to keep up-to-date with technology;
- Basic electrical knowledge is essential;
- Hazardous Goods Knowledge (Chemical mixes and cleaners);
- Grade 12 Math and Physics essential for using and working with the metric system;
- Knowledge of Computer Building Operator Systems;

Typically, the above qualifications would be attained by:

- Journeyman Plumber/Class 'B', Gas Fitter Certificate,
- Oil Burner Mechanic;
- Register with the GNWT Boiler Inspector for the gas portion of the ticket;
- Class 4 Operator's Certificate would be an asset;
- Three years of related experience.
- Completion of English 10, Math 10 or 13, pure math 10 or Applied Math 10, Science Grade 10 OR the equivalent; related experience is an asset.
- Incumbent must possess a Class 5 Driver's License.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred