



JOB DESCRIPTION

JOB TITLE	Plumber/Gas Technician Journeyperson
DEPARTMENT / PROGRAM AREA	Nipissing District Housing Corporation - NDHC
REPORTING TO	Supervisor, Maintenance Services
EFFECTIVE DATE	January 2024
SALARY	Band 14

JOB SUMMARY

Under the direction of the Supervisor of Maintenance Services, this position performs plumbing and HVAC duties of the entire housing portfolio.

This includes performing day-to-day preventative maintenance duties to ensure the preservation of the housing stock. Primary functions involve: plumbing and HVAC installations, repair, troubleshooting, and problem solving within the portfolio, in accordance with established standards, policies, procedures and in keeping with the Building Code, TSSA, Occupational Health and Safety, Fire Code and Residential Tenancies Act.

JOB DUTIES AND RESPONSIBILITIES

- Ensures the preservation of assets by performing a high standard of plumbing and HVAC duties, responsible for identifying and reporting potential of risk to protect the safety of our residents and our assets.
- Conducts and delivers the preventive maintenance program with an emphasis on mitigating risks throughout the entire housing portfolio and commercial buildings and keeps maintenance records.
- Seeks approval from the Supervisor for tasks not outlined in the job description.
- Requests a Work Order from the Maintenance Clerks prior to commencing any work or task.
- Completes Work Orders assigned and inputs tech notes upon completion.
- Perform this position in accordance with the scope of practice for the trade of plumber in the Building Opportunities in the Skilled Trades Act, 2021 (BOSTA).
- Read blueprints, drawings and specifications to determine layout of plumbing system, water supply network, waste and drainage systems, and HVAC systems.
- Install, repair and maintain domestic, commercial or industrial plumbing fixtures and systems.
- Install, repair, replace, and maintain gas heating systems, ventilation, boilers, hot water tanks, heat pumps, and air conditioning systems in residential and commercial buildings in accordance with industry standards and regulations.

- Locate and mark positions for pipe connections, passage holes and fixtures in walls and floors.
- Cut opening in walls and floors to accommodate pipe and pipe fittings.
- Measure, cut, bend and thread pipes using hand and power tools or machines.
- Join pipes using couplings, clamps, screws, bolts, cement or soldering, brazing and welding equipment.
- Test pipes and connections for leaks using air and water pressure gauges.
- Diagnose and troubleshoot issues with Hydronics and HVAC equipment and related systems and repair or replace faulty or defective equipment and components.
- General maintenance such as but not limited to drain cleaning, sump pump systems, grease interceptors, equipment cleaning, and equipment inspections.
- Perform move-out plumbing and HVAC work, renovations, and new construction.
- Replace, repair, and upgrade components with efficiency, cost savings, and longevity in mind.
- Clean-up worksite after work is performed.
- Maintains daily journal of work performed.
- Maintains inventory of supplies and submit orders to the office to replenish stock.
- Performs maintenance tasks in the event of emergencies as requested by the Supervisor.
- Performs other maintenance services related tasks such as and not limited to various inspections as required within housing operations.
- Reports safety hazards, incidents, and deficiencies to the Supervisor of Maintenance Services.
- Ensures equipment is in safe operating condition and stored safely and securely after each use.
- When assigned a vehicle, completes vehicle inspection reports on daily basis.
- When assigned a vehicle, reports any problems with the company vehicle(s) and transport for servicing.
- Keeps office, tools and supplies in a clean, organized, safe and secure manner.
- Trains, provides direction and supervises students or apprentices when assigned.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Secondary school diploma (Grade 12 or equivalent) required.
- Valid Certificate of Qualification Plumber 306A, in good standing with Skilled Trades Ontario, required.
- Ontario TSSA G1 or G2 Gas Technician Certification in good standing.
- 3+ years' relevant experience as a journey person plumber and gas tech in residential and commercial environment.
- Valid Ontario Driver's License required.
- Knowledge of Occupational Health & Safety practices.
- Knowledge and understanding of applicable Building Code, Plumbing Code, TSSA requirements, and Fire Code requirements.
- Knowledge of building maintenance, plumbing maintenance, and HVAC systems.
- Knowledge of the operation and maintenance of various tools and equipment.
- Ability to perform a broad range of plumbing maintenance repairs and installations in a residential and commercial environment.
- Ability to perform a broad range of HVAC systems maintenance repairs and installations in a residential and commercial environment.
- Proficiency in the use of tools and equipment required to perform the functions of the position.
- Ability to work independently and as part of a team.

- Ability to use computer systems for work orders.
- Ability to respect confidentiality of tenants and staff.
- Ability to deal with a diverse client group with tact and diplomacy.
- Ability to relate to others in a tactful and professional manner.
- Interpersonal and communication skills required.
- Ability to operate equipment in a safe manner.
- Ability to troubleshoot and problem solve.
- Excellent organizational skills are required to organize and schedule daily work or tasks, while being sensitive to time constraints and resource availability. Will often be required to work toward meeting tight deadlines.
- WHMIS Certification and CPR/First Aid Certification an asset.
- Working at Heights certification an asset.
- Knowledge of Residential Tenancies Act an asset.
- Training of Asbestos 1 & 2 an asset.
- Access to a reliable vehicle and vehicle liability insurance.