

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

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

or