



**School District #54 (Bulkley Valley)**  
**JOB DESCRIPTION**

**MAINTENANCE – JOURNEYMAN PLUMBER/GASFITTER**

Location: District

**SUMMARY:**

Reporting to the Supervisor of Operations, the Plumber/Gasfitter, using District vehicles, equipment and tools, provides a broad range of plumbing/gasfitting and maintenance services to District facilities and equipment, including but not limited to installations and repairs.

**DUTIES**

- Installs, upgrades, repairs and maintains plumbing, heating & cooling systems, ventilation, fire sprinkler systems and related equipment and fixtures
- Reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress and proposes changes in plans and schedules as required
- Conducts periodic testing to ensure the safe and efficient operations of plumbing, gasfitting and HVAC systems and maintains required test records
- Ensures quality workmanship and safety of work sites
- Loads and unloads vehicles; transports materials and equipment as required
- Prepares paperwork and files for the acquisition of the annual pressure vessel permits
- Orders parts and equipment and maintains related paperwork
- Supervises and advises other employees pertaining to this trade
- Afternoon shift during the school year may be required
- Assists in the cleanliness of shop, work areas, warehouses and grounds
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. snow removal, mail delivery, equipment & furniture deliveries, temporary structures removal and set-up, etc.)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Valid BC Trade Certification as a Plumber/Gasfitter
- 4 years of related experience
- Experience working with HVAC systems and DDC's
- Provides the basic tools common to this trade
- Basic knowledge of computers
- Thorough and current knowledge of the standards, practices, regulations, method, tools and equipment of the trade
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical capability to perform the job duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

\_\_\_\_\_  
CUPE Job Description Committee

\_\_\_\_\_  
CUPE Job Description Committee

\_\_\_\_\_  
Secretary Treasurer