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Employment Opportunity

HVAC Technician

Parks & Environmental Services – Facilities Management & Engineering Services

Competition	20/206
Status	Regular Full time
Hours of Work	80 hours bi-weekly
Rate of Pay	\$33.07 - \$36.24 per hour
Review of applications begins	4:00pm on January 18, 2021 however, this position will remain open until filled

Summary

The HVAC Technician is responsible for the installation, preventative and reactive maintenance for building systems related to heating, ventilation, and air conditioning (HVAC) for various CRD facilities. This position also assists in developing maintenance procedures, checklists and inspections for HVAC equipment.

Duties & Responsibilities

- Installs, services, and repairs heating, ventilation and air conditioning equipment such as boilers, heating and exhaust fans, circulating pumps, hot water tanks, and natural gas and propane equipment.
- Repairs and calibrates pneumatic and electronic controls and thermostats.
- Performs air balancing of building heating and ventilating systems.
- Monitors, identifies and corrects problems in building heating and ventilation systems by means of computerized direct digital control (DDC) systems.
- Provides a wide range of maintenance services to CRD facilities.
- Performs preventative maintenance by visual inspections as required and also periodically as established by a preventive maintenance program.
- Provides troubleshooting services for facility infrastructure and systems by undertaking necessary investigations to identify problems and makes recommendations on necessary repairs.
- Maintains an inventory of supplies and materials to complete necessary maintenance and installations.
- Reads, understands, and interprets engineering and architectural drawings.
- Plans, organizes and prioritizes assigned work.
- Carries out a complete range of routine maintenance tasks and repairs.
- Ensures that assigned minor project work undertaken by contracted services is completed to the District's standards.
- Liaises with clients as necessary to resolve minor operations and/or maintenance concerns.
- Provides brief written and oral reports on operational matters.
- Monitors and purchases building supplies.
- Completes routine paperwork in a timely manner.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Qualifications

- BC Certificate of Trades Qualification (TQ) in Refrigeration and Air Conditioning Mechanic

- Class B gas fitting ticket
- 2 years related experience in Heating, Ventilation, and Air Conditioning (HVAC) system maintenance including using DDC systems
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Working knowledge of interior and exterior facility systems including but not limited to HVAC, electrical, plumbing, glazing, floor and wall systems components.
- Good knowledge of the materials, tools, and equipment used in building maintenance work
- WHMIS training or ability to learn WHMIS.
- Ability to read, understand, and interpret engineering and architectural drawings.
- Ability to exercise initiative in the investigation and diagnosis of a wide variety of facility systems malfunctions and to undertake minor repairs as necessary.
- Ability to work independently and responsibly without close supervision for prolonged periods.
- Ability to exercise initiative, tact, judgment, and discretion in dealing with internal/external stakeholders.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), email (MS Outlook) and SAP.
- Reasonable typing skills with attention to accuracy.
- Sufficient physical strength and stamina to perform the required duties.
- Willingness and ability to perform duties in all types of weather conditions.
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Knowledge and understanding of WorkSafeBC practices/protocols, Workers' Compensation Act and OH&S Regulations and other relevant safety statutes.
- Must possess a valid BC Driver's License.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

