



Provincial Job Description

TITLE:
(437) Plumbing Project Coordinator

PAY BAND:
17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates plumbing and HVAC projects. Ensures plumbing and mechanical systems are maintained and comply with code requirements.

QUALIFICATIONS:

- ◆ Journeyperson Plumber certification
- ◆ Steamfitter-Pipefitter certification
 - ◆ Domestic Gasfitter License
 - ◆ General Gasfitter License

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of mechanical systems
- ◆ Basic computer skills
- ◆ Analytical skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Leadership skills
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous:** Eighteen (18) months previous experience as a Steamfitter-Pipefitter

KEY ACTIVITIES:

A. Project Management / Coordination

- ◆ Coordinates all staff and activities on multiple projects.
- ◆ Leads projects, including other trades and contractors.
- ◆ Provides coordination and technical direction to plumbers and maintenance staff on plumbing, mechanical systems and HVAC projects.
- ◆ Consults and advises staff on refrigeration issues and installations.
- ◆ Coordinates and ensures all labour and material acquisitions and costs for projects are available and maintained.
- ◆ Liaises with consultants, contractors, suppliers and engineers.
- ◆ Ensures project timelines are adhered to.
- ◆ Prepares estimates (e.g., repairs, projects, renovations).
- ◆ Prepares reports (e.g., project status, recommendations).
- ◆ Performs final inspections on new construction and renovation projects (e.g., plumbing, mechanical and HVAC installation) to ensure compliance with applicable codes and regulations.
- ◆ Reads/interprets/updates blueprints and schematics.
- ◆ Designs program-specific piping projects (e.g., Dialysis water systems, new boiler installations).
- ◆ Completes work orders.

B. Installation / Maintenance / Repair

- ◆ Installs/replaces plumbing systems, equipment and related fixtures.
- ◆ Maintains and repairs plumbing and related systems (e.g., water softener, sprinkler, sewer, domestic water, chilled/hot water, steam, reverse osmosis or distilled water, hydronic heating).
- ◆ Maintains and repairs natural gas systems and equipment.
- ◆ Maintains and repairs other systems and equipment, as required (e.g., food service equipment, medical gas, supply, process, distribution equipment).

C. Preventative Maintenance

- ◆ Participates in preventative maintenance programs.
- ◆ Maintains preventative maintenance logs, records and reports.
- ◆ Checks/cleans sewer systems.
- ◆ Tests and checks cooling/heating system, back-flow valves, reverse osmosis and domestic water, medical gas systems.
- ◆ Lubricates and services equipment.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: January 18, 2023