



Provincial Job Description

TITLE:
(326) Sheet Metal Worker

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Operates, repairs and maintains heating, ventilation and air-conditioning (HVAC) systems and related equipment. Assists in construction/renovations.

QUALIFICATIONS:

- ◆ Journeyperson Sheet Metal Worker certification

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Nine (9) months post-ticket experience in an industrial /commercial/maintenance environment.

KEY ACTIVITIES:

A. Maintain / Repair / Service Systems

- ◆ **Monitors the HVAC Central Control Monitoring system.**
- ◆ **Maintains and adjusts instrumentation on HVAC equipment.**
- ◆ **Repairs/replaces HVAC pneumatic operated equipment and controls, as required.**
- ◆ **Cleans and changes air filters and screens for fan systems.**
- ◆ **Performs air balancing of existing, upgraded and new HVAC systems.**
- ◆ **Repairs cooling coils, pumps, heat exchangers, fans and air compressors.**
- ◆ **Maintains heating and cooling coils.**
- ◆ **Assists with Energy Management operations.**
- ◆ **Performs minor air balancing.**
- ◆ **Repairs/maintains laboratory exhaust fume hoods, kitchen equipment and fire controls (e.g., smoke dampers, sprinkler valves).**

B. Preventative Maintenance

- ◆ **Checks and maintains system components throughout the facility.**
- ◆ **Monitors HVAC equipment (e.g., fan speeds, static pressures, temperatures, humidity, force flows).**

C. Projects / Renovations

- ◆ **Installs heating and air-conditioning systems.**
- ◆ **Installs and renovates ducting systems, as required.**
- ◆ **Assists with designing of new and upgraded ventilation systems.**
- ◆ **Commissions upgraded and new HVAC systems.**
- ◆ **Fabricates speciality items out of sheet metal for other departments (e.g., Clinical Engineers, Electrician).**

D. Related Key Work Activities

- ◆ **Assists Plumber and Pipefitter on construction and maintenance, as required.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Leads projects, including other trades and contractors.**
- ◆ **Processes work orders, maintains documentation and records.**
- ◆ **Ensures all work complies with CSA Infection Control Standards (hoarding).**

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:

Date: June 05, 2013