



HVAC TEAM LEAD

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Director of Operations, the HVAC Team Lead supervises and controls the work of personnel assigned to mechanical shop including plumbing, HVAC and mechanical in addition to performing mechanical work. This position also oversees testing and evaluation of new building mechanical products and equipment and secures operating and construction permits for projects as required.

SPECIFIC RESPONSIBILITIES

- Supervises and oversees the work of personnel assigned to mechanical shop to ensure achievement of established maintenance best practices and regulations.
- Inspects, installs, repairs, and maintains HVAC and refrigeration systems utilizing a variety of hand and power tools and materials.
- Oversees testing and evaluation of new building mechanical products and equipment and developing technical standards for maintenance procedures.
- Utilizes TQ ticket for securing operating and construction permits.
- Carries out mechanical work including the use of various powered equipment.
- Works from oral and/or written instruction and to established procedures.
- Uses hand and power tools/equipment and materials associated with performing assigned duties, cleans and stores tools and equipment as required.
- Assists other skilled staff and completes general tasks.
- Develops a close liaison with other staff so that a team approach is developed in the operation of schools and electrical shop work.
- Maintains a satisfactory relationship with school administration, staff, and students.
- Responds to emergency situations when required.
- Assists in selection of job applicants.
- First approval of departmental absences, time sheets, and invoice approvals for final approval by supervisor.
- Responsible for low value purchasing of materials and supplies.
- Other related duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Valid B.C. TQ and/or interprovincial TQ ticket as a Power Engineer, or willingness to obtain a 5th Class Power Engineer TQ within one year.
- Valid Class B Gasfitter's TQ or Refrigeration Mechanic.
- Completion of vender-specific training in use and programming of ORCAview Building Automation controls (approximately 40 hours instruction).
- Minimum of two years supervisory experience, or successful completion of courses in conflict resolution and work-place leadership/supervisory skills (approximately 20 to 40 hours of instruction each).
- Must have the ability to read and write English, and preferably have Grade 12 (BC) Graduation.
- Be physically capable and prepared to perform ALL facets of Maintenance Trades work.
- Minimum of five years' building mechanical systems experience at the Journeyman level in maintenance, repair, and installation of commercial, shop and industrial equipment.
- Have a clear understanding of all procedures and equipment.
- Ability to establish and maintain a satisfactory relationship with school administration, parents, staff, and students.
- Physical ability to perform heavy lifting.
- Ability to work at heights including a ladder or scaffold.
- Ability to operate using protective equipment.
- Ability to organize work and direct other employees in a cooperative manner.
- Ability to establish effective, preventative maintenance programs for building mechanical systems.
- Valid B.C. Driver's License: Class 5 minimum.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Valid B.C. TQ and/or interprovincial TQ ticket as a Power Engineer, or willingness to obtain a 5th Class Power Engineer TQ within one year.
- Valid Class B Gasfitter's TQ or Refrigeration TQ.
- Valid B.C. Driver's License: Class 5 minimum.
- A clear Criminal Record Check to be updated every five years.
- Grade 12 Diploma preferred.

RELATIONSHIPS

- Ability to establish and maintain a satisfactory relationship with school administration, parents, staff, and students.

REPORTING STRUCTURE

- Reports to the Director of Operations.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Maintenance Trades and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement. This position is paid a Department Head Allowance in accordance with Article 25.04.