

## Job Description

**JOB TITLE:**

**TITLE OF IMMEDIATE SUPERVISOR:**

**Plumber– Facility Services**

**Team Lead – Facility Services**

**TITLE OF THOSE SUPERVISED:**

None

**JOB FUNCTION:**

Under the supervision of the Team Lead – Facility Services, the Plumber performs various duties in the area of plumbing maintenance and repair, as well as alteration and installation of plumbing systems, in compliance with corporate and provincially legislated Occupational Health and Safety regulations, policies and codes of practice and the City of St Albert Environmental Management System.

**JOB DESCRIPTION:**

1. Directs and participates in the construction, maintenance and repair of municipal facilities and structures by:
  - a) In consultation with the Team Lead, plans, assigns and co-ordinates plumbing and mechanical work to be performed, equipment to be used and manpower requirements.
  - b) Directs and verifies plumbing and mechanical work assignments to ensure work is carried out safely and efficiently.
  - c) Reads plans, blueprints and/or as-builts and, in consultation with the Team Lead, calculates equipment, material and manpower requirements.
  - d) Orders, requisitions and arranges for necessary plumbing and mechanical supplies, equipment, tools, materials and manpower for routine and preventative maintenance work.
  - e) Operates, when required, various trucks and vans requiring a class 5 drivers license, hand and power tools, compressors and various sundry equipment.
  - f) Identifies and brings forward opportunities and initiatives for continuous improvement to operations
2. Ensures that proper safety procedures and requirements are adhered to during plumbing and mechanical projects and participates in regular safety

- activities such as tailgate meetings, work site inspections, and investigation of all incidents.
3. Provides input to the Team Lead in the annual budgeting process.
  4. Attends to complaints and inquiries from user groups and the general public in person, by telephone and by email as assigned by the Team Lead.
  5. Maintains, repairs, upgrades or installs plumbing, gasfitting and mechanical equipment or systems as per the Alberta Building Code and City standards. Work is subject to inspection by a Safety Codes Officer.
  6. In consultation with the Team Lead, recommends the replacement or repair of plumbing, gasfitting and mechanical systems or components.
  7. Required to rotate through the standby roster, and when on standby, responding to emergency call backs within Facility Services areas as required.
  8. Performs inspections and forwards to the Team Lead a variety of written records in accordance with legislated and procedural requirements. Prepares estimates, invoices and written reports when required.
  9. In consultation with the Team Lead, purchases plumbing, gasfitting and mechanical tools and materials required for the job and retains service contractors.
  10. Provides occasional direction, oversight, and/or supervision to Facility Services Worker(s) and/or Labourers on specific tasks as required.
  11. Ensures compliance with legislation. Municipal Bylaws and City of St Albert policies and procedures.
  12. Provides on-the-job training to employees.
  13. Related duties as required.

<b>Skills, Knowledge, and Abilities Required:</b>	<b>Minimum Acceptable</b>	<b>Post-Appointment Requirements</b>
<b>Education:</b> Include public schooling, university, business or trade school, licenses, apprenticeships, etc.	<ul style="list-style-type: none"> <li>- Grade 12</li> <li>- Class 5 Alberta Drivers License Current First Aid certification</li> <li>- Journeyman Plumber/Gasfitter certificate recognized by the Province of Alberta</li> </ul>	<ul style="list-style-type: none"> <li>- Professional Drivers Improvement Course</li> <li>- Health and Safety Courses</li> <li>- Job related computer training</li> </ul>
<b>Experience:</b> (Years & Kind)	<ul style="list-style-type: none"> <li>- A minimum of 5 years recent directly related plumbing/gas fitting maintenance experience</li> </ul>	

<b>Specific Skills</b>	<ul style="list-style-type: none"> <li>- Developed interpersonal skills</li> <li>- Developed writing skills</li> <li>- Developed planning and organizational skills</li> <li>- Developed instructional skills</li> </ul>	
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>- Ability to work independently as well as in a team environment.</li> <li>- A driving record that reflects observance of traffic laws and safe driving practices</li> <li>- Ability to make decisions based on established standards/codes and show good judgement.</li> <li>- RCMP Reliability Security Clearance</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of City policies and regulations, bylaws, and acts.</li> </ul>

**WORKING CONDITIONS:**

Position involves physical labour (heavy lifting) as well as sitting, riding, and standing. Incumbent must be prepared to work in all weather conditions and cramped spaces and be able to work at heights.

**November 2024**

This job description has been reviewed and a copy provided to the Union.

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City

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Date

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Union

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Date