

COUNTY OF RENFREW

PERFORMANCE MANAGEMENT

<p>COUNTY OF RENFREW Job Description</p>	<p><i>Job Title:</i> <u>Plumber</u></p>	<p><i>Page #</i> <u>1 of 3</u></p>																		
<p><i>Location:</i> <u>Bonnechere Manor</u> <i>Department:</i> <u>Environmental Services</u></p>	<p><i>Reports To:</i> <u>Environmental Services Supervisor</u></p>	<p><i>Original date:</i> <u>November 1993</u> <i>Revision date:</i> <u>November 2002</u></p>																		
<p><i>Approval:</i></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Administrator</td> <td>_____</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Supervisor</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Employee{s}</td> <td>_____</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Staff Administration Committee</td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td>_____</td> </tr> </table>			<input checked="" type="checkbox"/>	Administrator	_____	<input checked="" type="checkbox"/>	Supervisor	_____	<input type="checkbox"/>	Employee{s}	_____	<input checked="" type="checkbox"/>	Staff Administration Committee	_____			_____			_____
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Position Summary:

Under the direction of the Environmental Services Supervisor, responsible to carry out tasks requiring extensive practical and theoretical knowledge of major trades functions (plumber), including established plumbing and maintenance procedures, emergency repairs and schedule preventative maintenance assignments. Client service results to include maintenance, alterations and repairs to potable water fire protection, heating/ventilation systems, storm and sanitary sewer piping networks for the residents and management of Bonnechere Manor.

Qualifications:

- Must hold a current trade license as a registered Plumber with proven mechanical abilities.
- Completion of the Facilities Maintenance Mechanic Certificate Program or equivalent, an asset.
- Experience in a Long Term Care setting an asset
- Good verbal and written English communication skills and exemplary personal initiative with an ability to work in a multi-disciplinary team environment
- Physically capable of performing all assigned regular and preventative maintenance duties.
- Ability to perform shift work required in a 7 day, 24 hour a day operation
- Ability to meet and maintain health and attendance requirement standards of Bonnechere Manor

Position responsibilities:

Provide facility maintenance support and associated technical services requiring extensive practical and theoretical knowledge of major trades by performing established maintenance procedures, emergency repairs, schedule preventative maintenance assignments and alterations to potable water fire protection, heating/ventilation systems, storm and sanitary sewer piping and other associated building systems through the completion of the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.
2. Installs, maintains, inspects and repairs heating and water systems and equipment, use own judgement to identify possible violations of established health and safety codes and report all non-compliance to supervisor.
3. Inspects, repairs and maintains sanitary and storm sewers and reports all non-compliance to supervisor.
4. Installs, repairs, inspects and assembles fixtures, valves, pumps, and pipe components, including modifying piping distribution systems and fabricates piping/plumbing work in occurrence with Provincial and National building codes (NBC), National Fire Codes (NFC) applicable plumber codes, Canadian Standards Association (CSA) standards, and the Boiler Pressure Vessels Act (BPVA).
5. Provides expert technical advise and propose solutions to work team members and supervisor for decision making such as replacement verses repair of plumbing and other work projects, including requisition/procurement planning information, updates of specification-based piping systems sketches/diagrams and demonstrates or explains established plumber work procedures, trends and practices.
6. Ensures all assigned preventative maintenance assignments are completed as scheduled to minimize disruption to adjacent components and associated systems, reducing impact to clients and controlling costs.
7. Ensures all plumbing codes and related specifications are followed when safely completion of all plumbing related duties and all relevant inspection completed as required.
8. Performs repairs to the building, grounds, equipment and resident personal items, which may be of a plumbing, mechanical and/or carpentry nature.
9. Performs duties concerned with painting, including resurfacing, floors, walls, ceiling, including furniture refinishing and repairs as assigned.
10. Ensures work orders are completed in a timely manner.
11. Performs annual inventory of furnishings, equipment and supplies as required.
12. Performs heavy custodial duties, including such tasks as: keep sidewalks and entrance free of snow and other hazards, set up and take down of areas for special occasions and events and assist with resident transfers, discharges, admissions and deep cleaning responsibilities, as required.
13. Performs daily inspections of all essential equipment and systems are per audit sheets.
14. Performs duties related to inventory control including purchasing, receiving, distributing and updating supply documentation for all departments, including performing verification checks numbering and recording tasks on all capital or replacement items, as required. Perform annual inventory of furnishings, equipment and supplies.
15. Performs regular security and fire prevention inspections, monthly extinguisher checks and fire drill duties and respond to calls relating to building security, including operation of communication equipment (two-way radios) to convey work conditions and safety directives.

16. Responsible for carrying pager and being on call during off hours and other times as assigned.
17. Protects own health and the health of others by adopting safe working practices, reporting unsafe conditions promptly and attending all relevant in-services regarding Occupational Health and Safety. Wearing required safety clothing and equipment as required to carry out procedures in a safe manner, including acting as a safety person when entering confined spaces, monitoring of air supply, maintains verbal and visual contact and operates lifeline or winch to extricate workers.
18. Establishes and maintains good team relationships, as well as interdepartmental relationships by assisting members of the interdisciplinary team to ensure the needs of our residents are met.
19. Creates a facility environment that protects confidentiality of residents, staff and activities of Bonnechere Manor.
20. Performs other duties as assign.
21. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.