

## **School District No. 91 (Nechako Lakes)**

### **JOB DESCRIPTION**

#### **MAINTENANCE – PLUMBER - APPRENTICE**

Rate of Pay: **Band #**

Location: **District Maintenance Shops**

### **SUMMARY**

- Work under the guidance and direction of the Journeyman Plumber with the installation, alteration, repair and maintenance of District buildings and equipment.

### **DUTIES & RESPONSIBILITIES**

- assists in the installation, upgrades, repairs and maintaining of plumbing, fire sprinkler systems and related equipment and fixtures
- assists with the installation, services and maintenance of all heating systems including replacing motor belts and filters
- assists in conducting periodic testing to ensure the safe and efficient operation of plumbing and heating systems
- provides paperwork and files same for the acquisition of the annual pressure vessel permits
- loads and unloads vehicles; transports materials and equipment as required
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- orders parts and equipment and maintains related paperwork
- directs and advises other employees pertaining to this trade
- assists other maintenance staff as needed
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- maintains the confidentiality of sensitive information seen or heard

### **QUALIFICATIONS**

#### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- successful completion of Plumber - Entry Level Trades Training (ELTT)/Foundations Program
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract
- WHMIS 2015 Certificate and familiarity with Work Safe BC (WCB) safety procedures

#### **EXPERIENCE**

- three months related experience

#### **SKILLS & ABILITIES**

- ability to work in accordance with established procedures
- thorough & current knowledge of the standards, practices, regulations, methods, tools & equipment of the trade
- ability to use courtesy and tact in obtaining and/or handing out data or information
- ability to work in accordance with established procedures
- physical capability to perform the job duties
- basic working knowledge of computers

**N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.**