

JOB DESCRIPTION

Job Information

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| Job Title | Sheet Metal Mechanic |
| Position Number | 298961/299021/298979 |
| Department | Facilities Management and Planning |
| Report's To | Manager, Mechanical Services |
| Month & Year | April 2022 |

Job Summary

Under the supervision of the Manager, Mechanical Services, this job is responsible to fabricate, install, maintain and repair air handling systems and ductwork on campus.

Key Accountabilities

- Maintains HVAC systems in accordance with manufacturer's specifications, department guidelines, accepted procedures and techniques of the HVAC trade, to minimize breakdowns and other interruptions in service
- Investigates and repairs trade-related problems; adjusts and repairs dampers; replaces bearings on rotating fans; makes modifications to equipment to suit local conditions; solders and welds mild steel, galvanized iron, copper, aluminum, stainless steel, etc.,
- Reads and interprets blueprints, specifications, shop drawings, schematics, manufacturer's specs and other reference materials to determine appropriate job requirements and procedures
- Assists other trades, i.e.: maintenance mechanics, plumbers, controls technicians, air conditioning mechanics and electricians
- Estimates materials needed and records time and materials expended on work orders.
- Keeps work area in a safe and clean condition
- Understands the proper use of ladders and scaffolding
- Performs other duties as assigned

Compensable Factors

Core Knowledge

- High-level skills in maintenance and repair procedures, including; preventive maintenance, breakdown repair and trouble-shooting, construction, installations and fabrication techniques typical in trade. Perform mathematical computations of trade
- Knowledge of proper use and maintenance of hand and power tools related to job function
- Ability to read and interpret blueprints and system diagrams
- Knowledge of building codes
- Ability to effectively work individually and or, as part of a team of diverse groups
- Ability to establish and maintain effective working relationships with coworkers
- Ability to follow through and carry out assignments
- A creative approach to problem solving
- Knowledge of hazards involved with work and safety measures to be taken
- Aptitude for science and mathematics will be preferred
- Knowledge of FMP Policies and Procedures
- Ability to read and write English

Education

- The job requires the completion of a valid Journeyman Sheet Metal Worker License for the Province of Ontario

Experience

- The job requires a minimum of 5 years of experience including the apprenticeship-training program, which consists of on-the-job/ work experience of 8,280 hours and 720 hours of in-school training

Communication and Interpersonal Skills

- Communication skills focus on customer service skills to answer and respond to inquiries from customers
- Collects, provides, exchanges, and explains information or data with internal clients within the University campus
- Resolves customer complaints in a timely manner
- Trains or teaches others in specific skills or tasks
- Completes electronic forms or data entry in the FMP Computerized Enterprise System to provide efficient services to the customers
- Completes paper forms, edits the work of others and writes reports

Complexity of Decisions

- Independently troubleshoots simple to complex technical issues
- Problem Solving focuses on prioritizing and organizing competing demands related to calendar management, and dealing with requests from customers that range from straightforward to unique
- The position is required to determine the nature of request and to provide solutions to the customer
- The job is required to follow up to ensure that work orders are completed in a timely manner

Impact of Decisions

- The Impact of this position includes a negative feedback from clients
- The impact of decisions has an impact in the effectiveness of the delivery of programs and services delivered by FMP and may also have multiple effect on other departments /divisions
- Completion of task or work order in a timely manner
- Impact to the compliance to health and safety guidelines
- Delay in timelines associated with documentation creation, dispatch and closing of the service orders
- Data entry errors in the computerized database system
- Any error in the service delivery will result in financial loss to the University

Responsibility for the work of others

- There are no on-going responsibilities for the work of others. The job occasionally requires training or teaching colleagues or students or Apprentices (if applicable) on any specific task or skill

Physical Effort

- Fine motor skills/manual dexterity
- Light to moderate lifting/pushing/carrying
- Walking
- Standing
- Regularly climbing ladders
- Hand eye coordination

- Working in awkward or constrained physical positions or confined/restricted spaces for 51% to 80% of the work day
- Activities typically require a variety of muscle movements with frequent requirement for speed and coordination

Sensory Effort

- Sensory demands include exposure to the smell associated with sewer and water
- Exposure to the sounds associated with power tools and construction sites
- Exposure to dust and other debris with the use of power tools and construction sites all of which can cause sensory strain
- The job will require working long hours in cases of emergency maintenance and repairs
- Some of the sensory efforts are:
 - Attention demand
 - Handling complaints

Working Conditions

- Works in an environment exposed to unpleasant or disagreeable conditions e.g., extreme conditions of dust, dirt, noxious odours, noise, fumes, heat, cold, temperature extremes
- Exposure to dissatisfied customers and/or regular exposure to health or accident hazards
- Handles sharp objects

Manager's Signature: _____ **Date:** _____

The employee has had an opportunity to review the Job description.

Employee's Signature: _____ **Date of review:** _____