



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION MECHANIC

The Durham Catholic District School Board invites qualified applicants to apply to the following position:

Heating, Ventilation, Air Conditioning/Refrigeration Mechanic (full-time permanent position)

LOCATION: Operations, Maintenance and Administrative Centre (OMAC)
Facilities Services
383 Chaleur Avenue
Oshawa, Ontario L1J 1G5

STARTING DATE: To be determined

CLOSING DATE: Friday, September 13, 2019

QUALIFICATIONS: Please see the attached Job Description for more information regarding required qualifications and related experience.

METHOD OF APPLICATION:

Please submit a cover letter, resume, copies of the appropriate documentation to support your qualifications, letters of reference and a suitable current (within 6 months) Criminal Reference Check with Vulnerable Sector by email to hr@dcdsb.ca on or before 4:00 p.m. on the closing date. Please provide any other information which you consider to be of importance. **Please state position title in email subject line.**

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Assistant at sonja.ruby@dcdsb.ca prior to the posting closing date so that appropriate arrangements can be made.



POSITION DESCRIPTION

Title	Heating, Ventilation, Air Conditioning/Refrigeration Mechanic	
Location/Department	Facilities Services – OMAC	
Reports to	Manager, Custodial and Maintenance	
Affiliation	CUPE Local 218 - Facilities Services Unit	
Salary Grade/Range	Band 11	
Date	June 2019	Page 1 of 2

POSITION SUMMARY

Under the direction of the Manager, Custodial and Maintenance, this individual will install, service, maintain, and repair all types of heating, ventilation, air conditioning, and refrigeration equipment in DCDSB facilities, and to be responsible for record keeping, working with other trades, and maintaining all equipment and tools used.

DUTIES AND RESPONSIBILITIES

- Install heating, ventilation, air conditioning and refrigeration equipment; responsible for servicing, repairing, and overhauling the equipment; responsible for continuing knowledge of code changes, material, equipment, new products, methods and procedures used;
- Diagnose problems with the H.V.A.C. and refrigeration equipment and perform various troubleshooting and corrective procedures to ensure the equipment is working properly;
- Inspect and commission for new or upgraded installations for systems or equipment, as needed;
- Perform preventative maintenance service on roof-top equipment;
- Order new material, replacement parts and other purchases, through the Mechanical Lead Hand or the Manager, Custodial and Maintenance;
- Assist in the maintenance and control of cooling towers and water treatment;
- Record, document and assist in record keeping, including work order completion;
- Work with other trades in the performance of their work as necessary or as directed by the Manager, Custodial and Maintenance or Mechanical Lead Hand;
- Responsible for assigned truck and truck inspections;
- Responsible for all other Board equipment and tools used;
- Provide suggestions for physical alterations and/or additions to improve operations;
- Be available for emergency call-in as required; and
- Perform other duties as assigned by the Manager, Custodial and Maintenance.



POSITION DESCRIPTION

(continued)

Title: Heating, Ventilation, Air Conditioning/Refrigeration Mechanic	
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QUALIFICATIONS

Education

- Ontario Secondary School Diploma;
- Current Refrigeration and Air Conditioning Mechanic's Trades Certificate and completion of a recognized apprenticeship; and
- Current Ozone Depletion Prevention Card and Minimum requirement of Class 2 Gas Fitter's Certificate (Class 1 preferred).

Experience

- Minimum five (5) years of experience as a licensed tradesperson;
- A thorough knowledge and understanding of electric and electronic circuitry associated with H.V.A.C. and Refrigeration controls and control systems; and
- Experience with rooftop and other gas fired heating units; centrifugal refrigeration and pneumatics.

OTHER QUALIFICATIONS

- Ability to read and interpret drawings, wiring and pipe schematics;
- Valid Class G Driver's License in good standing;
- Familiarity with the Occupational Health and Safety Act and WHMIS;
- ArcFlash certificates would be an asset;
- Knowledge of Automated Logic and Johnson Controls systems would be an asset; and
- Ability to work independently and as part of a team.