Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name:

Position Title: Senior Maintenance Technician Payband: I

Position Code/Number (if applicable): S00380

Scheduled No. of Hours_____40_____

Appointment Type: ____X_____12 months _____less than 12 months

Supervisor's Name and Title: Rick Teasdale, Facility Manager

PDF Date: August 26, 2021

Completed by: Rick Teasdale

Signatures:

Incumbent: Date:
(Indicates the incumbent has read and understood the PDF)

Supervisor: Date:

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.

2. Answer each section as completely as you can based on the typical activities or requirements for the position and not on exceptional or rare requirements.

3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.

4. Ensure the PDF is legible.

5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

Responsible for the continued maintenance and repair of all buildings including equipment and related components by checking, inspecting, testing and trouble-shooting, repairing and replacing as necessary to ensure their efficient and continuous operation. In addition, this position is the key technical resource for the mechanical, HVAC, electrical and propane related systems at the Haliburton campus, initiating equipment upgrades, renewal parts and materials as required.

The position shares responsibility for routine maintenance, construction and repair of the Haliburton campus, properties and facilities which may include assisting in semi-skilled and skilled trades work. Incumbent reports to the Facility Manger, Frost Campus and works closely with other maintenance staff to ensure maximum use of resources, and for scheduling, planning and execution of required tasks.
The incumbent holds the Senior Maintenance position at the campus and as such coordinates all maintenance, upgrades, repairs, overall campus safety and preventative maintenance responsibilities.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

1.General Maintenance: Conducts daily inspection of facilities and then performs minor and major repair of buildings and equipment as required, including, but not limited to: replacing/ adjusting/ repairing light bulbs/tubes, ceiling tiles, door hardware, furniture, window coverings, painting, plumbing, carpentry, grease trap cleaning, etc. Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures Monitors condition of equipment in assigned area of responsibility and coordinates with management staff for repair or replacement as needed; assists in preparing bid specifications and participates in the purchase of the equipment and supplies for assigned section. Responds to facilities and maintenance service requests and work orders; returns results in a timely manner. . Prepares and maintains routine maintenance records and reports on work performed ie, water samples for cabins and main building Operates a variety of construction and maintenance equipment and hand and small power tools; maintains hand tools and assigned equipment; performs preventative maintenance on equipment. Co-ordinates and consults with outside contractors for various projects and maintenance as required. Reviews engineered drawings and specifications as required. Provides supervisor with cost estimates and develops a materials list, sources suppliers and obtains quotes for most practical and cost effective approach. Performs a variety of grounds maintenance duties including planting and maintaining flowers, pruning trees, repairing and maintaining water and sprinkler lines, tree cutting, snow removal, mowing, edging and weeding. Performs exterior audits and ensures removal of hazards. Responsible for addressing storm water issues on campus property if they arise and contacting necessary services as required. Manages warranties associated with facilities mechanical equipment, structures and contents.	35%

Oversees the shipping and receiving function ensuring appropriate procedures and documentation are in place and followed	
2.Mechanical: Assists in the oversight and where appropriate the installation and repair of electrical and plumbing. Performs regular inspections for safe operation and performance of all HVAC equipment, including, but not limited to all rooftop equipment, boilers, chillers, closed loop systems and components, air handlers, exhaust systems. Inspects maintenance items such as filters, belts, condenser coils on a regular basis and schedules routine maintenance at appropriate intervals. Attends to all HVAC health and safety related issues such as overall air quality, by identifying the causes, rectifying problems, and arranging testing as requested. Performs diagnosis/ repairs/ replacements on HVAC equipment including, but not limited to compressors, coils, driers, burner components, fans, VAV's, motors, electrical components, pumps, dampers, actuators, controllers, DDC components. Diagnosis and repair of pneumatic control systems. Co-ordinates and performs preventative maintenance procedures at regular intervals, such as lubricating, cleaning, replacing belts & filters. Maintains a log of all activities, as per TSSA requirements and for equipment warranty purposes, orders supplies and parts according to procedures established. Performs minor sheet metal repairs and fabrications. Provides guidance and coordination of casual help (students) as required. This position is also responsible for maintenance and repair of specialized studio with custom HVAC equipment such as the glassblowing and blacksmithing Conducts regular inspections of fire alarm systems. Ensures hook-up of propane in various studios/labs by conducting work appropriate to his/her level of certification, and ensuring that qualified contractors conduct major repairs and maintenance. Controls systems and water well obtaining water samples daily and adhering to regulatory requirements of safe drinking water. Applies treatments, as required, and ensures accurate and on-going maintenance of records. Conducts safety inspections on an on-going basis.	25%
3.Caretaking/Custodial: Oversees the caretaking and custodial function in Haliburton to ensure completion of required tasks and maintenance of industrial/campus standards.	20%

	5% 10%
4. Furniture Removal, Setups and Building Storage Assists with moving resources including classroom/studio set-up and take-down, grounds care, troubleshooting issues and general facility operational needs during peak periods. Refers advanced issues to Facility Manager. Arranges for appropriate storage of campus equipment and materials including moving, removing, transporting, organizing storage within a system to prevent damage and loss, and maintaining inventory lists.	10%
5. Campus Safety Provides oversight of fire safety and personal safety – assisting in establishing procedures, drills, ensuring extinguishers and other safety apparatus, fire suppression system monitoring, first aid kits, eyewash, warning signage is present, accessible and in good working condition. Responds to emergency situations such as fire alarms and drills, building closure due to weather or building contingencies. Clears ice, snow, various debris, applying ice melt and shoveling as required at entrances and exits maintaining an acceptable level of safety.	5%

Ensures that fire equipment including hoses, cabinets, valves and fire alarm backup batteries are in good working order at all times. Performs scheduled fire alarm tests. Responsible for security systems and key distribution Performs facilities physical security checks.	
Other related duties as assigned	5%

* To help you estimate approximate percentages:

½ hour a day is 7%	1 hour a day is 14%	1 hour a week is 3%
½ day a week is 10%	½ day a month is 2%	1 day a month is 4%
1 week a year is 2%		

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

Up to High School	□ 1 year certificate	□ 2 year diploma
X Trade certification	□ 3 year diploma / degree	□ 4 year degree or 3 year diploma / degree plus professional certification

□ Post graduate degree (e.g. Masters) or 4 years degree plus professional certification

□ Doctoral degree

Field(s) of Study:

HVAC Trade Certification, Plumber, Gas Fitter 1

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

No additional requirements	
□ Additional requirements obtained by course(s) of a total of 100 hours or less	

□ Additional requirements obtained by course(s) of a total between 101 and 520 hours	
X Additional requirements obtained by course(s) of a total of more than 520 hours	Gas Fitter 1 (Trade Certification)

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

□ Less than one (1) year	
□ Minimum of one (1) year	
□ Minimum of two (2) years	
□ Minimum of three (3) years	
X Minimum of five (5) years	Technical and mechanical diagnosis of all types of HVAC equipment. Equipment needs during seasonal changes. Interpreting engineering drawings. Microsoft software and programs (Internet Explorer, Windows, Word, Excel). Advanced/Expert knowledge of operation, trouble shooting, installation and maintenance systems software and related hardware (ex: Honeywell, Power Logic). General Facility maintenance. Experience troubleshooting plumbing and electrical systems and mechanical equipment. Self direction, working under pressure, within tight timelines, with minimal supervision.

	Supervise and directthe work of others. Customer service, resolving client issues. Experience working independently and as part of a cross-functional team, carrying out written and oral instructions and organizing and prioritizing work.
□ Minimum of eight (8) years	

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
Key issue or problem encountered.	Position exercises judgement when performing regular inspections on all fuel, HVAC and building systems. Judgement is required when anticipating problems and responding with appropriate action.
How is it identified?	Usually complaint driven or equipment break down.
Is further investigation required to define the situation and/or problem? If so, describe.	Check to make sure equipment is operating. Some tear down of certain equipment may be required. Evaluates purchases/installations. Selects product in a routine situations by considering value, operation efficiency, quality of components and integration needs.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Diagnostic troubleshooting, involving a methodical approach through to a resolve.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Manufacturers, dealers/suppliers internet and other like trades. Operating manuals, wiring schematics and incumbents past experience.

3. Analysis and Problem Solving

	#2 regular & recurring
Key issue or problem encountered	Heating or Cooling failure.
How is it identified?	Inspection by incumbent, reports from occupants, flagged by Building Management System (BMS).
Is further investigation required to define the situation and/or problem? If so, describe.	Physical inspection/disassembly may be required, or report requested/ generated from BMS.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Training and experience would lead incumbent to determine if issue is mechanical or electronic, and a methodical diagnostic approach would be taken in either case to determine the failure and cause. Resolution would be performed in accordance with standard trade practices, or manufacturer recommendations.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Manuals, schematics (electronic and paper), manufacturer technical support, TSSA and other governing body regulations and guidelines, Supervisor, Physical Resources Officer.

	#3 regular & recurring
Key issue or problem encountered	No running water in building
How is it identified?	Morning check or alarm
Is further investigation required to define the situation and/or problem? If so, describe.	Check pump for pressure Check gauges for pressure Check power supply & reset
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Meter gauge will tell if there is power on that line Pressure gauge will tell what the pressure level is

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Manual Contractors College maintenance staff at other campuses

3. Analysis and Problem Solving

#1 occasional (if none, please strike out this section)

Key issue or problem encountered	Heavy snow fall Road (hill) to campus is snowed in so vehicles can't access the building
How is it identified?	Visual Students/Staff complaints
Is further investigation required to define the situation and/or problem? If so, describe.	No
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Call Roads Department for plowing, salt &/or sanding Stop vehicles at the end of the road to give warning
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Municipal workers & winter roads staff College staff

#2 occasional (if none, please strike out this section)

Key issue or problem encountered	Glass furnace shuts down and reduction of heat could impact quality of glass.
How is it identified?	Trent security or staff calls, routine check, alarm

Is further investigation required to define the situation and/or problem? If so, describe.	Yes, check controls for temperature. Using knowledge on hand and manual, identify cause of shutdown. Determine length of time the furnace will be down then use manual methods to contain/maintain core temperature inside furnace.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Attempt to reset controls and restart Ensure up air intake is working, check operation of exhaust system, check propane supply Talk with Tech.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Meters, Propane, Electrical Past procedures, manuals, gas technician

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
List the project and the role of the incumbent in this activity.	Mechanical repairs to HVAC equipment. The incumbent must have a high proficiency in troubleshooting, service and repair procedures on all types and makes of heating ventilation and air conditioning
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Incumbent must be able to prioritize work effectively, multi-task, and work under pressure to meet strict deadlines.
List the types of resources required to complete this task, project or activity.	Specialized tools and equipment, testing devices & meters. Service manuals and engineering or as-built drawings and schematics. Log Books.
How is/are deadline(s) determined?	Room or area usage/booking. Independent knowledge/ experience of duration to affect repair.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Changes may be determined by incumbent and/ or PRD Manager. Impact on others may be determined by Facilities Director or Operations Manager. Example; if a procedure is rescheduled or delayed, it may affect users of a particular room or area of the building. Impacts class schedule, independent bookings, etc.

4. Planning/Coordinating

#2 regular & recurring

List the project and the role of the incumbent in this activity.	Summer school set up
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Work closely with academic side to ensure all spaces are properly setup.
List the types of resources required to complete this task, project or activity.	Work order system will be assigned to confirm room setup.
How is/are deadline(s) determined?	Incumbent will base completion dates on College activities/schedules, and governing body required timelines.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Operations Manager and Facility Manager.

#3 regular & recurring

List the project and the role of the incumbent in this activity.	Cabin maintenance
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Planning and organization skills. Weekly change over of faculty in the cabins. Determine schedule to prepare cabins for new guest, while coordinating guest checkout. Multiple faculty staying in each cabin, which requires logistical coordination. Working with academic and staffing schedules, coordinate seasonal deep cleaning and pest abatement, and repairs as required.
List the types of resources required to complete this task, project or activity.	Equipment, staff, contractors, academic schedule, faculty schedule, environmental conditions

How is/are deadline(s) determined?	Incumbent will base completion dates on College activities/schedules, and governing body required timelines.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent, staff, faculty,

4. Planning/Coordinating

#1 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.	Equipment upgrading for Health & Safety, Fire or building code requirements. Incumbent makes recommendations, designs and/or builds and installs components. Recommends IAQ testing, duct cleaning etc. Re-designs equipment as needed to suit specific needs.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Incumbent co-ordinates proposal, gathers quotes, supervises progress of project.
List the types of resources required to complete this task, project or activity.	Good knowledge of manufacturers and subtrades, OH&S Act, TSSA or other governing body regulations.
How is/are deadline(s) determined?	Incumbent will base completion dates on College activities/schedules, and governing body required timelines.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Supervisor/Incumbent/consultant or contractor. A new HVAC upgrade may create a moisture problem due to design/age of existing building, resulting in mould issues, impacting occupants. Alternative air handling solutions required.

#2 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.	Assessment of HVAC equipment needing replacement. Consistently makes judgement on the best course of action - example; which HVAC units place the College most at risk in terms of potential to fail, ability to get parts, and operating in a safe manner.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Generally must judge which units to monitor on a consistent basis In terms of chronic issues. Must forecast consequences to the area serviced.
List the types of resources required to complete this task, project or activity.	Experience and expertise in the trade(s), fellow tradespeople, ability to estimate projected life spans etc.
How is/are deadline(s) determined?	Usually by condition of equipment, availability of funds, peak periods of use of building.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent and Facility Manager.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
☑		Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	Glassblowing/Blacksmithing. Supervisor/Technicians/Facility's staff

☑	□	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete specific tasks	Demonstrates the correct process for operating the Building Automation System (BAS) for HVAC Technicians.
	X	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	Demonstrates/instructs/guides/ assists other Facilities staff and casual help (students) on various projects.
	□	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
	☑	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	Sets up daily schedule for maintenance staff guides and coordinates the work of others

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
From daily rounds generate work orders for needed service and repairs detected. Work order issued – with problem stated. Must be investigated and evaluated as to most economical solution and then installed, built or repaired. Performing job duties in accordance with verbal requests and little, if any, direct supervision	Large capital projects managed from PRD managers in Peterborough that requiring coordination with local contractors. PRD manager liaises with incumbent, determines schedule for work, directs incumbent to coordinate site logistics that will have minimal negative impact on learning and students.

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
Principles and technologies learned through post-secondary education. Reference to course textbooks; operation and maintenance manuals for equipment, machinery to determine or try to evaluate the problem and possible solution. Years of experience working on above note systems and equipment will be a valuable asset.	

How is work reviewed or verified (eg. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Supervisor does not regularly check for completion, other than safety issues. Work is reviewed by discussions on an ongoing basis, e.g. getting OK for money to repair. .	. .

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
	Water tank requires replacement. Discuss with PRD manager for guidance and college level support.

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
Serious safety concerns Approval for major purchases, etc. Thefts/security breaches	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
The incumbent is the campus contact for grounds/facilities malfunctions and is often the sole response to emergency situations. As the Senior Maintenance position, the incumbent provides advice and counsel to other maintenance workers in resolving issues, troubleshooting and implementing remedies.	

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M. I)*
How is it received?	How is it carried out?		
Receives work orders which indicate problem i.e. too hot/too cold.	Follows work orders to investigate problem and make necessary repairs.	College Community	D
Receives specific direction from supervisor.	Follows direction through to completion of request.	College Community	W
Water test samples	Take samples	College	W
Receives request to assist other campus staff.	Works with staff to schedule and complete task.	Staff	D

* D = Daily W = Weekly M = Monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M ,I)*
Exchanging routine information, extending common courtesy	Answer questions to help with problem situations	Faculty	W
	Answer questions, unlock doors etc.	Students	I
	Assist and direct	Public	I

Explanation and interpretation of information or ideas	Repair machinery or answer questions Purchase installation and repairs Explain Motor repairs needed Assist and direct Approvals to proceed with quote Obtaining best price for parts and equipment	Caretakers Suppliers Service centres Service contractors Supervisor Dealers/suppliers, contractors	I / W D W W W W
Imparting technical information and advice	Specific projects involving HVAC or plumbing. Refrigeration, glassblowing and blacksmithing. Changing filters	Faculty Supervisor Technicians Facilities staff	I / W W I I
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

* D = Daily W = Weekly M = Monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Walking	D	X			X		
Pulling or lifting light and medium weights	D	X			X		
Pulling lifting heavy weights	I	X			X		

Climbing	D	X			X		
Crouching	D	X			X		

* D = Daily W = Weekly M = Monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

X	Light (up to 5 kg or 11 lbs)	Garbage, tools and parts.
X	Medium (between 5 to 20 kg or 11 to 44 lbs)	Step ladders, furniture, pumps and motors.
X	Heavy (over 20 kg or 44 lbs)	Glass, coal, pumps, motors and compressors.

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Operating Equipment and Vehicles	D	✔		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually □ No				

Activity #2	Frequency	Average Duration

	(D, W, M, I)*	Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Adjustment to air handling equipment	D		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually □ No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Glass furnace start up	I		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually □ No				

* D = Daily W = Weekly M = Monthly I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
□ acceptable working conditions (minimal exposure to the conditions listed below)		
X accessing crawl spaces/confined spaces	Cabin-crawl space to check heating and plumbing and wildlife Confined HVAC access between pipes and duct work	I
□ dealing with abusive people		
□ dealing with abusive people who pose a threat of physical harm		
xdifficult weather conditions	Working outside in summer heat and winter cold	W
xexposure to extreme weather	Working on rooftop for long periods of	M

conditions	time Snow shovelling Ground work	
xexposure to very high or low temperatures (e.g. freezers)	Glassblowing furnaces	I
X handling hazardous substances	Working with propane gas or refrigerant sewage.	I
X smelly, dirty or noisy environment	Running HVAC equipment	M
□ travel		
xworking in isolated or crowded situations	Working alone in mechanical rooms or on roof tops.	M
Xother (explain) Septic system	Pump septics	I

* D = Daily M = Monthly W = Weekly I = Infrequently