Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name:

Position Title: Maintenance Plumbing Specialist Payband: I

Position Number (if applicable): S00495

Scheduled No. of Hours_____40 per week_____

Appointment Type: _____X_____12 months _____less than 12 months

Supervisor's Name and Title: Randy Prentice, Manager of Facilities and Projects

Completed by: Randy Prentice Date: August 7, 2024

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 of 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.

Reporting to the Manager of Facilities and Projects Incumbent is responsible for facility maintenance and repairs with specific lead responsibility for plumbing systems, hydronics systems (water-based heating/cooling), various related mechanical equipment and components by checking, inspecting, testing and diagnosing as necessary to ensure proper, continuous and efficient operation.

Work is at all campuses, inclusive of all buildings. This role is the key technical resource for plumbing and related systems, initiating equipment upgrades, renewal parts and materials as required. May be utilized infrequently at other College sites.

Incumbent would be expected to respond to emergency calls outside of regularly scheduled shift.

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.

The Incumbent shall practice safety measures including those described in the College Safety Manual in completing the following duties, using personal protective equipment as appropriate.	Approximate % of time annually*
1. <u>Plumbing & Water Quality:</u> • Performs plumbing related preventative maintenance and repairs, maintaining an inventory of parts to reduce prolonged interruptions in service. Performs preventative maintenance routines to ensure drains, grease traps, and catch basins and are regularly cleaned and in good working order. Addresses and maintains overall conditions of all washrooms – water closets, urinals, basins, faucets, automated control devices, hand driers, stalls and partitions, lighting and flooring, odor control. Replaces components within ability and coordinates with plumbing contractors on major repairs. Liaises with cleaning contractor to resolve issues in washroom hygiene. • Consults and liaises with outside contractors for various plumbing related projects and maintenance as required. Reviews engineered drawings and specifications as required. Provides supervisor with cost estimates and develops specifications/ materials lists, sources suppliers and obtains quotes for most practical and cost-effective approach. • Maintains, inspects and certifies backflow prevention components as specified by local Municipalities or relative Authorities Having Jurisdiction. Gains knowledge of changes in regulations pertaining to, through regular training. • Monitors, tracks, diagnoses and effects required repairs and/or adjustments to water purification equipment. Recommends further applications and enhancements to exploit the full potential of sustainability. • Monitors and maintains all sanitary and storm drainage systems, in buildings, roofs and grounds. • Performs diagnosis, repairs, replacement and preventative maintenance to mechanical equipment such as hydronic (boilers) systems, pumps, motors, kitchen equipment, air compressors, fire equipment and related Building Automation System components. • Diagnosis and repair of pneumatic control systems. Maintains air compressors by performing regular checks of the air receivers, valves, strainers, lubricators, cleaners and automatic drains. Co-ordinates and performs preventative maintenance procedures at regular intervals, such as lubricating, cleaning, replacing strainers & filters. Maintains a log of all activities, orders supplies and parts according to procedures established. • Assists HVAC technicians with repairs and maintenance to HVAC and other related equipment as required.	60%

2. **General Maintenance:** • Co-ordinates and performs preventative maintenance procedures at regular intervals, such as lubricating, cleaning, replacing strainers, filters. Assists other trades with repairs to equipment such as motors, pumps, fire alarm equipment and electrical equipment. Performs repairs and preventative maintenance as requested. • Performs basic facilities maintenance, including, but not limited to: Replacing/ adjusting/ repairing light bulbs/tubes, ceiling tiles, door hardware, furniture, window coverings. Minor painting. Assists with moving resources grounds care and general facility operational needs during peak periods. • Installs/repairs/replaces items such as smoke detectors, white /bulletin boards, coat hooks, shelving units, signage, mirrors, dispensers, shower curtain rods, towel racks, toilet seats, etc. • Conducts weekly / monthly inspections of buildings and equipment to ensure compliance with safety regulations. Completes quality inspections of room spaces and maintenance work performed by contractors. • Supervises casual help (summer student workers) as required. •	30%
3. **Safety Maintenance.** • 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. • Ensures that fire equipment such as sprinkler and standpipe systems are in good working order at all times.	5%
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:

Plumber (Trade Certification).

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	
X Additional requirements obtained by course(s) of a total of 100 hours or less.	Installation and Testing of Backflow Preventers certification (40 hrs) Certified First Aid and CPR
□ 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	Minimum Gas Technician Level 2 (G2 - 660 hrs per Ontario Reg 215/01 Tech Standards & Safety Act)

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 years 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 various types of plumbing, hydronics and similar gas or electric heating equipment. Equipment needs during seasonal changes. Interpreting engineering drawings. Microsoft software and programs (Internet Explorer, Windows, Word, Excel). Operation and maintenance of Building Automation Systems (BAS) software and related hardware (e.g.: Honeywell EBI). General Facility maintenance. Self-direction, working under pressure, within tight timelines, with minimal supervision, on multiple projects. Customer service, resolving client issues. Coordinating with and monitoring progress of external contractors. The following certifications are an asset: Fall arrest; Water quality testing; Confined Space awareness and entry; Self-propelled elevated work platform; Honeywell Enterprise Building Integrator training.
□ 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	Domestic plumbing not operating properly
How is it identified?	Visual inspection - Equipment not draining/flushing properly, equipment not providing adequate volume/temperature of water, equipment overflowing etc. Reported by Campus Community, Security, or cleaning contractor.
Is further investigation required to define the situation and/or problem? If so, describe.	Determine if problem is localized or global. Confirm water supply pressure. Confirm sanitary service operation. Determine if problem is related to a specific piece/type of inoperative equipment.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Visually inspect affected components for age, wear, damages etc. Inspect and test relative supply, drain, electrical systems and components using applicable trade knowledge and practices. Consult with municipality to determine if issue is external or internal. Consult with colleagues, peers, end users to obtain relative historical information. Plumbing components will require assessment for replacement versus repairs. Incumbent shall ensure best price and quality provided when comparing quotations and recommending purchase of goods and services to Manager.
What sources are available to assist the incumbent finding solution(s)? (e.g., past practices, established standards or guidelines).	Equipment manuals, Past practices, mechanical drawings, other college staff, contractors/suppliers, Manager.

3. Analysis and Problem Solving

	#2 regular & recurring
Key issue or problem encountered.	Hydronic equipment inoperative or not functioning properly.
How is it identified?	Tempered water (domestic) inadequate or non-existent. Alarm/alert received from Building Management System (BAS) Reported by Campus Community, Security, or cleaning contractor. Usually complaint driven
Is further investigation required to define the situation and/or problem? If so, describe.	Determine if problem is localized or global. Determine if problem is related to a specific piece/type of inoperative equipment. Check to make sure equipment is operating. Some tear down of certain equipment may be required. Evaluates purchases/installations. Selects product in 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. Visually inspect affected components for age, wear, damages etc. Inspect and test relative gas and/or electrical systems and components using applicable trade knowledge and practices. Consult with manufacturer regarding any known issues, recalls, service bulletins etc. Consult with colleagues, peers, end users to obtain relative historical information.
What sources are available to assist the incumbent finding solution(s)? (e.g., past practices, established standards or guidelines).	Manufacturers, dealers/suppliers internet and other related trades. Operating manuals, wiring schematics and incumbents past experience.

3. Analysis and Problem Solving

	#3 regular & recurring
Key issue or problem encountered	Building equipment failure, maintenance issue, or physical emergency.
How is it identified?	Reported by Campus community, work order, or discovered by incumbent.
Is further investigation required to define the situation and/or problem? If so, describe.	Incumbent must decide if issue can be safely contained, deferred to other trades staff, or dealt with immediately.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	In general, maintenance worker makes ongoing judgment as to how to repair various items, what methods and tools to use, what results are of satisfactory quality. Incumbent must judge own ability and the stage at which other trade specialist should be used.
What sources are available to assist the incumbent finding solution(s)? (e.g., past practices, established standards or guidelines).	Past practices and procedures, College Safety Manual, Manager, other Facilities staff, Security, contractors.

3. Analysis and Problem Solving

	#1 occasional (if none, please strike out this section)
Key issue or problem encountered	Flooding, leaks or backups etc.
How is it identified?	Alarm/complaint driven. Equipment breakdown.
Is further investigation required to define the situation and/or problem? If so, describe.	Determine if rain, roof, plumbing, animal, or other cause, by visual inspection/ tear down. Visual inspection of pumps, floats and electrical.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Methodical diagnostic troubleshooting. Must determine if issue impacts human or animal (fish) health immediately. If health impact, must determine immediate viable solution, such as standby pumps, temporary plumbing
What sources are available to assist the incumbent finding solution(s)? (e.g., past practices, established standards or guidelines).	Lab technicians, Faculty, Manufacturer, dealer/supplier, other related trades and internet. Service manuals and past experience/practices.

	#2 occasional (if none, please strike out this section)
Key issue or problem encountered	Water quality issues.
How is it identified?	Physical inspection, routine safety inspections, testing, reports/ complaints from end users, Test data feedback.
Is further investigation required to define the situation and/or problem? If so, describe.	Depending on nature of issue, independent testing and environmental consultants may be contracted.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Physical inspection may reveal obvious issues (Too hot/cold, smell, etc.), otherwise mechanical or environmental diagnosis will be employed.
What sources are available to assist the incumbent finding solution(s)? (e.g., past practices, established standards or guidelines).	On site testing equipment, service manuals, suppliers, contractors, manufacturers, environmental agencies/contractors.

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 Fire suppression equipment. Incumbent reviews annual inspection reports (requirement of Authority Having Jurisdiction) received from contractor, provides professional feedback. Incumbent determines if repairs/upgrades are best served by contracting out or performed by self. Incumbent sources, quotes, plans and coordinates work as required.
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. Planning for system outages and coordinating resources to effect repairs with minimal impact while College operations ongoing.
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. Logbooks.

How is/are deadline(s) determined?	Room or area usage/booking. Work order generated by Manager. Independent knowledge/ experience of duration to affect repair. Directed by Authority Having Jurisdiction
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 Manager and/or Authority Having Jurisdiction. Impact on others may be determined by Facilities Director or Operations Officer. Example: if a procedure is rescheduled or delayed, it may affect safety of occupants 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.	Preventative Maintenance. Incumbent co-ordinates and facilitates cleaning and/or replacement of normal wear items such as filters, strainers, driers, seals, valves backflow preventers.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Incumbent must coordinate details of planned work/ outages with technicians, faculty, in order not to impact critical systems such as fish hatchery operations. Incumbent plans for seasonal/use changes, co-ordinates casual help for large projects, determines inventory and advises special order quantities, calculates timelines.
List the types of resources required to complete this task, project or activity.	Inventory, casual help, other Facilities staff, Logbooks, special equipment, Authorities Having Jurisdiction (Ontario Clean Water Act, Animal Health & Welfare requirements/processes etc.).
How is/are deadline(s) determined?	Seasonal changes, availability of casual help, building occupancy timing (break weeks), availability of product, discussion between Incumbent/Manager.
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, technicians, faculty and/ or Supervisor.

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. Includes replacement for Health & Safety, Fire or code requirements, and latest technology/sustainability, or unforeseen circumstances. Incumbent will be required to assess current state, and propose the best course of action - examples, what equipment places the College most at risk in terms of potential to fail, ability to get parts, and operating in a safe manner, water usage, appropriately size components
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Generally, must judge what equipment to monitor on a consistent basis in terms of chronic issues. Must forecast consequences to the area serviced. Incumbent must have knowledge and understanding of building, fire, and local jurisdictional codes.
List the types of resources required to complete this task, project or activity.	Experience and expertise in the trade(s), fellow tradespeople, manufacturers/suppliers, 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/ or Manager, consultants, Facilities Director.

4. Planning/Coordinating

	#2 occasional (if none, please strike out this section)
List the project and the role of the incumbent in this activity.	Equipment replacement for redesigns, increased loads lab/project expansions etc., such as fish hatcheries, CAWT or academic delivery needs (Drilling). Incumbent makes recommendations, designs and/or builds and installs components. Organizes water quantity/quality testing, pipe sanitizing etc. Re-designs of existing 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 product information and 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, Municipality or other governing body regulations. Knowledge of College operations and academic schedules
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.	Manager/Incumbent/consultant or contractor.

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.	
□	X	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete specific tasks.	Guides the work of students, providing input on technical knowledge, process and procedures that allows them to do the job, such as where to obtain supplies, what to do with redundant resources, how to carry items safely, what tools to use. Directing other Maintenance staff on overall plan, ensuring that they are assigned by the manager to assist
X	□	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	Guides technicians on plumbing trade specific principles and processes (e.g.: Hatcheries, CAWT) Demonstrates/instructs/ guides the work of casual help (summer students) on how to perform various maintenance 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.	

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)
Incumbent is provided with Work Orders that need to be completed but has freedom to adjust priorities as discussed with Facilities Operations Officer / Manager	Incumbent is informed verbally to assist another staff member to aid in emergencies or meeting a deadline."

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. Verbal discussions with staff to achieve results.	

How is work reviewed or verified (e.g., feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Work is not examined routinely but is often visible to community and therefore feedback by either Manager or another is very likely, both positively and negatively. Work is reviewed by discussion particularly regarding processes.	Work is inspected personally by Manager.

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)
Event setup structure/timeline usually discussed with individual organizing event, or Facilities Operations Officer.	

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)
Extra help to complete work order requests (multi-person/ ”all hands” work) Any direct request outside of work order process which would be brought to the attention of the Manager	When to suspend water services to service areas to complete a repair.

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
On an ongoing basis the incumbent identifies which s/he deems to be in need of repair and need to be reported. Example – Basin faucets, flush valves, fixtures etc. Occurs on a frequent basis. The incumbent has some freedom to determine own work schedule, by reviewing the orders for the entire day, and adjusting the sequence if timing is not sensitive/urgent	

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?		
Repair of plumbing related issues, leaks backups etc.	Follows work orders to investigate problem and make necessary repairs. Independently makes decisions as required to repair or replace components based on Trade knowledge.	College Community	D
Investigation of environmental concerns, such as water quality	Investigates cause, rectifies as required, advises Manager of advanced issues.	College Community	W
Trade related expertise required at other campuses.	Follows through with request in going to campus, consults with campus admin on concerns.	College Community	I / W
Technical advice on hydronic or gas pipe needs, sizing etc.	Works with other facilities staff through to completion of task.	Facilities Staff	W

Assists other departments with choosing from appropriate trade related solutions. Hydronic System design / installations, i.e., CAWT/Hatchery:	Consultations, meetings, Works through to completion. Designs & installs customized systems based on developing a full understanding of area needs	Academic Programs, Technicians	W I

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/technicians	W
	Answer questions, provide directions, unlock doors etc.	Students	I
	Respond to requests for assistance.	College Community	I
Explanation and interpretation of information or ideas	Repair machinery or answer questions	All Staff	I / W
	Provide Purchase specifications	Suppliers	W
	Discussing replacement of parts and equipment	Service contractors	D
	Anything which concerns technical operation of the facility.	College Community	D

Imparting technical information and advice	Technical discussions to describe situations, complex repair issues, and keep abreast of new products and terminologies. Specific operational procedures relative to plumbing, e.g., water quality testing equipment and procedures training. Provides system(s) design advice	Engineers, Dealers/suppliers, contractors Facilities staff Technicians Technicians Facilities staff	D I M 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	D/W	X				X	
Climbing	D/W	X				X	
Crouching	D	X			X		
Standing	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)	Tools and parts.
X Medium (between 5 to 20 kg or 11 to 44 lbs)	Step ladders, pumps, fixtures, furniture, drain auger equipment.
X Heavy (over 20 kg or 44 lbs)	Pumps, motors, piping/fittings, toilets, pipe threading equipment, water heaters.

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 (e.g., 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 (e.g., 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
Repair of plumbing, installation of filters, installation of fixtures. All require visual concentration to line items up and careful use of power tools etc.	D	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually □ No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Adjustments/balancing of hydronic 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
Troubleshooting valves & controls	D		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	Confined spaces, working inside "chase" walls, pump chambers	I
□ dealing with abusive people		
□ dealing with abusive people who pose a threat of physical harm		
X difficult weather conditions	Outdoor sanitary system issues, freeze ups in winter, changing pumps etc. in summer, fish hatchery enclosed but not heated.	M
X exposure to extreme weather conditions	Some outside duties may be required during inclement weather – hot and cold. Applying ice melt, snow shoveling, checking on parking lot & walkway conditions, etc.	I
X exposure to very high or low temperatures (e.g., freezers)	Walk-in coolers/freezers.	I
X handling hazardous substances	Working with natural or propane gas, Glycol, sewage, solder, acids, chemical cleaning agents.	D
X smelly, dirty or noisy environment	Exposure to dirt, toilet problems. CAWT and Fish hatcheries	D
X travel	Intercampus travel	W
□ working in isolated or crowded situations	.	
X other (explain)	Working alone in mechanical rooms, or in busy washrooms	D

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