

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

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|--------------------------|------|
| Working Title<br>Plumber | Name |
|--------------------------|------|

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|------------------------|----------------------------------------|--------------------------------------------------------------------------------------|----------------------------|
| Position Number<br>New | Reports to Position No., Class & Level | Division, Branch/Unit Properties, Property Management/Lethbridge Correctional Centre | Ministry<br>Infrastructure |
|------------------------|----------------------------------------|--------------------------------------------------------------------------------------|----------------------------|

|                      |                                                 |
|----------------------|-------------------------------------------------|
| Present Class<br>N/A | Requested Class<br>Sub04 Trade Plumber (044PLC) |
|----------------------|-------------------------------------------------|

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|-------------|
| Cost Center |
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

This position performs work essential to the efficient and effective operation and repair of building plumbing, heating, gas fitting, and/or mechanical systems within the assigned facility, with work requiring a journey level plumber and gasfitter trade certification. The Plumber maintains hot water boilers, unit heaters, water distribution and/or irrigation maintenance systems, as well as performing plumbing/heating repairs, backflow prevention testing, and preventative and corrective maintenance activities. Reporting to the Facilities Coordinator, the Plumber functions within applicable legislation, regulations, policies, guidelines, and standards.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- 1. Plumbing and gas equipment, pumps, building piping systems, and water and sewer distribution lines within the assigned facility are maintained and repaired in accordance with established policies, guidelines, and standards.**
  - Completes work order repair assignments, including repairing and replacing parts as required.
  - Maintains equipment in accordance with preventative maintenance program.
  - Compiles records, files, and reports on relevant equipment.
- 2. Plumbing, pumps, distribution lines, and mechanical systems within the assigned facility are installed and renovated in accordance with established policies, guidelines, and standards:**
  - Estimates associated material and labour requirements and costs.
  - Installs equipment.
  - Recommends improvements to building mechanical and piping systems.
  - Interprets blueprints and specifications as required.
- 3. Administrative services are provided in support of facility operations and maintenance:**
  - Controls inventory of plumbing-related materials, parts, and tools.
  - Maintains a clean and safe work area.
  - Assists with development of quotes and tender documents for plumbing-related projects as required.
  - Assists with preparing, scheduling, and performing preventative maintenance and other relevant programs.
  - Assists other trades personnel.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Working within a team environment, this position independently performs activities requiring journey level plumbing gas fitting trade certification within the assigned facility, including installing, maintaining, and repairing a variety of complex mechanical equipment and systems. The Plumber displays initiative, judgment, and personal direction when carrying out responsibilities. This position must be able to coordinate work with other trades as necessary, prioritize and respond to work orders appropriately, anticipate potential issues, and provide solutions within established standards and procedures to avoid problems and delays in relation to services provided.

The Plumber collaborates with the supervisor, managers, and consultants, to support operations by ensuring the effective completion of projects and provision of maintenance requirements within the facility. Issues or situations outside established policies, directives, and guidelines or without clear precedent are discussed with the supervisor, Recommendations for changes to operational policies and processes or with major resource allocation or financial implications are also referred to the supervisor.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Plumber requires comprehensive knowledge of:

- Government business plans, goals, strategies, and priorities, as they relate to the Ministry and work area
- Mechanical and HVAC systems and components, as well as ability to analyze, troubleshoot, and repair related equipment and HVAC systems and components, as well as ability to analyze, troubleshoot, and repair related equipment and components associated with mechanical systems
- Building maintenance practices and approaches, including relationship of the other trades to plumbing and gas fitting work
- Plumbing and gas-related building codes and regulations, as well as ability to research plumbing information sources
- Safe operation and maintenance of relevant tools and equipment
- Relevant provisions of legislature, regulations, directives, and policies (e.g. Occupational Health Safety Act and WHMIS regulations, First Aid, and CPR standards, Code of Conduct and Ethics. Free of Information and Protection of Privacy Act).
- Relevant information and tracking systems and business productivity tools (e.g. Microsoft Office, internet)

The Plumber must have demonstrated:

- Written and verbal communication and interpersonal skills to interact positively with facility users, clients, contractors, and co-workers.
- Organizational and time management skills, including ability to prioritize multiple and competing requests for action.
- Problem solving skills.

The Plumber must be able to:

- Read blueprints and specifications
- Accurately estimate plumbing and gas fitting resources needed to complete larger scale projects
- Plan, prioritize, and coordinate multiple activities under time pressures
- Monitor work provided by contractors
- Demonstrate initiative, sound judgment, flexibility, creativity, and attention to detail and accuracy
- Demonstrate commitment to confidentiality, diplomacy, client service, and continuous improvement

A journey level plumbing and gasfitter trade certification is required.

Training in Backflow Prevention; Confined Space; Fall Protection; Air Hawk Self Contained Breathing Apparatus; Scissor lift; and WHMIS is required, as is completion of Standard First AID – LEVEL C CPR and the GOA OH&S Leadership Course.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Plumber has regular and ongoing contact with:

- The supervisor to receive instructions and clarify requirements
- Facility users and clients to respond to work requests, exchange information, and organize service delivery
- Representatives of Alberta Infrastructure and other departments to exchange information, respond to requests, and resolve issues
- Contractors and suppliers to clarify requests, monitor work, and exchange information

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

N/A

***This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.***