



# *Provincial Job Description*

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***TITLE:***  
**(437) Plumbing Project Coordinator**

***PAY BAND:***  
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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

**Coordinates plumbing and HVAC projects. Ensures plumbing and mechanical systems are maintained and comply with code requirements.**

## ***QUALIFICATIONS:***

- ◆ **Journeyman Plumber certification**
- ◆ **Steamfitter-Pipefitter certification**
  - ◆ **Domestic Gasfitter License**
  - ◆ **General Gasfitter License**

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Knowledge of mechanical systems**
- ◆ **Basic computer skills**
- ◆ **Analytical skills**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Ability to work independently**
- ◆ **Leadership skills**
- ◆ **Valid driver's license**

## ***EXPERIENCE:***

- ◆ **Previous: Eighteen (18) months previous experience as a Steamfitter-Pipefitter**

## ***KEY ACTIVITIES:***

### **A. Project Management / Coordination**

- ◆ **Coordinates all staff and activities on multiple projects.**
- ◆ **Leads projects, including other trades and contractors.**
- ◆ **Provides coordination and technical direction to plumbers and maintenance staff on plumbing, mechanical systems and HVAC projects.**
- ◆ **Consults and advises staff on refrigeration issues and installations.**
- ◆ **Coordinates and ensures all labour and material acquisitions and costs for projects are available and maintained.**
- ◆ **Liaises with consultants, contractors, suppliers and engineers.**
- ◆ **Ensures project timelines are adhered to.**
- ◆ **Prepares estimates (e.g., repairs, projects, renovations).**
- ◆ **Prepares reports (e.g., project status, recommendations).**
- ◆ **Performs final inspections on new construction and renovation projects (e.g., plumbing, mechanical and HVAC installation) to ensure compliance with applicable codes and regulations.**
- ◆ **Reads/interprets/updates blueprints and schematics.**
- ◆ **Designs program-specific piping projects (e.g., Dialysis water systems, new boiler installations).**
- ◆ **Completes work orders.**

### **B. Installation / Maintenance / Repair**

- ◆ **Installs/replaces plumbing systems, equipment and related fixtures.**
- ◆ **Maintains and repairs plumbing and related systems (e.g., water softener, sprinkler, sewer, domestic water, chilled/hot water, steam, reverse osmosis or distilled water, hydronic heating).**
- ◆ **Maintains and repairs natural gas systems and equipment.**
- ◆ **Maintains and repairs other systems and equipment, as required (e.g., food service equipment, medical gas, supply, process, distribution equipment).**

### **C. Preventative Maintenance**

- ◆ **Participates in preventative maintenance programs.**
- ◆ **Maintains preventative maintenance logs, records and reports.**
- ◆ **Checks/cleans sewer systems.**
- ◆ **Tests and checks cooling/heating system, back-flow valves, reverse osmosis and domestic water, medical gas systems.**
- ◆ **Lubricates and services equipment.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

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**SEIU:**

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**SGEU:**

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**SAHO:**

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**Dated: January 18, 2023**