

HVAC Mechanic Foreperson (MTPL)

DEFINITION

This is foreperson level work involved in planning, coordinating and supervising journey person and non-journey person activities related to the maintenance, repair, alteration and installation of heating, ventilation, and air conditioning systems, and direct digital control (DDC) systems. The Foreperson is responsible for the inspection of work and equipment, cost estimating, requisitioning supplies, record keeping, report preparation, consultations, recommending repairs, replacements and testing, budget monitoring, safety, and liaison with other civic sections, branches and departments.

The Foreperson is also responsible for the assignment and monitoring of work, training and development of staff, performance appraisals, making staffing recommendations, and ensuring work is completed in accordance with relevant standards. Incumbents may perform some journey person level work when necessary.

Work is performed under general direction; incumbents exercise independent judgement in planning and coordinating work, determining priorities, ensuring standards and operating efficiencies are achieved in accordance with City policies and procedures and industry guidelines. Supervision, guidance and performance assessment is received from a Management Supervisor.

TYPICAL DUTIES *

Plan, assign, schedule, and supervise the work of journey person and non-journey person workers; conduct regular inspections of work in progress and on completion; ensure efficient delivery of service.

Responsible for the coordination of programmed maintenance requirements, inspections, recommended repairs, replacements and testing of all HVAC and DDC systems.

Maintain stock of parts, material, supplies and equipment; prepare requisitions.

Provide technical expertise and consultation to user groups for building projects including the design, installation, and maintenance of HVAC and DDC systems; provide time and cost estimates.

Prepare employee time sheets; maintain cost records; prepare work reports; assists in budget preparation.

Supervise installation and monitoring of energy management and analytics technology on automation network. Ensure web servers are maintained with up-to-date graphics and alarm reporting functionality.

Maintain an ongoing awareness and understanding of new and enhanced developments and the applicability to the work environment; keep up with changes in legislation and building codes; provide education to staff and business partners on new developments.

Contribute to a safe and desirable work place through active participation in safety meetings/programs; develop safe work practices; consult with Occupational Health and Safety

Consultants.

Perform other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Advanced knowledge and skill in repairing, installing and servicing direct digital control systems, pneumatic and electrical controls, mechanical components, boiler and chiller systems and all auxiliary HVAC systems.

Strong organizational skills, including the ability to plan, prioritize, schedule and execute work assignments.

Ability to supervise, provide guidance and direction, and evaluate the work of subordinates.

Ability to understand and execute oral and written instructions, read and interpret blueprints, and prepare reports such as cost estimates.

Excellent working knowledge of legislation, standards, technical and regulatory codes, and safety regulations pertaining to the work performed.

Detailed understanding of emerging industry trends and developments and the applicability to the work environment.

Excellent communication and interpersonal skills to effectively interact and maintain working relationships and collaborate with others.

Knowledge and skill in computer applications and related programs in support of the business activities.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyperson in an appropriate Heating, Ventilation, and Air Conditioning trade, supplemented by coursework in HVAC Direct Digital Control Systems. Possession of a current 5th Class Power Engineering certificate, and possession of a valid Class 5 Alberta Motor Vehicle Operator’s License.

A minimum 5 years of progressively responsible experience in the HVAC industry with advanced knowledge and skill in repairing, installing and servicing direct digital control systems, pneumatic and electrical controls, boiler and chiller systems and all auxiliary HVAC systems, including a minimum of two (2) years experience in the supervision of trade and non trade staff in the field.

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Job Code			3242	
Salary Grade			051	
Last Updated:	2025-05			
Previous Updates:				
Originated:	2013-05			

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Incumbents must complete the City of Edmonton’s relevant Leadership program(s) within two (2) years of appointment.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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