

Job Description

Oil Burner Mechanic

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Oil Burner Mechanic is responsible for installing, repairing and maintaining oil burning heating systems in residential, commercial and industrial buildings.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Oil Burner Mechanic reports to the Community Works Foreman and will install heating systems and components to residential, commercial, institutional, industrial or public buildings. The Oil Burner Mechanic reads blueprints, drawings and specifications to determine the layout of heating systems. The Oil Burner Mechanic will then plan, install and service heating systems, components, piping equipment and controls.

The Oil Burner Mechanic will work in cooperation with other trades and labourers to ensure that all specifications, legislation and policies are met, and to ensure efficient completion of any project. Providing adequate services will ensure that heating systems and components are installed, repaired and maintained to meet all standards of building codes and safety.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Install, repair and maintain heating equipment systems and components

Main Activities

- Read and interpret drawings or specifications to determine work to be performed
- Lay out oil burner heating system components
- Assemble components using hand and power tools
- Review building plans and specifications to determine the layout for heating systems and related materials
- Order heating systems and components
- Identify required tools and special equipment
- Select the type and size of systems and/or components required
- Locate and mark positions for components
- Cut holes through walls and floors to accommodate components
- Install supports and hangers
- Measure, cut, thread, bend, clamp, solvent cement or solder components
- Assemble and install valves and fittings
- Install, repair and maintain heating systems
- Install oil burner components such as thermostats, motors, piping and safety devices, and connect to fuel supply, ventilation and electrical system

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- Test installed systems and components and adjust controls for proper functioning
- Troubleshoot and repair malfunctioning oil burners, and their components and controls

2. Maintain all building codes, installation requirements and relevant legislation

Main Activities

- Perform scheduled maintenance service on heating systems and components
- Apply all codes to installations, repairs and maintenance
- Ensure all requirements as specified by the manufacturer of systems and components are met
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded
- Ensure all installations, repairs and maintenance meet the requirements of the appropriate codes
- Ensure all installations, repairs and maintenance meet environmental protection requirements

3. Administer and schedule work

Main Activities

- Prepare budgets
- Prepare orders of supplies
- Keep daily reports
- Schedule work in cooperation with other trades and suppliers

4. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ heating systems and components in residential, commercial and industrial buildings
- ✓ relevant building codes, legislation, regulations, policies and procedures installation and maintenance
- ✓ suppliers and process for ordering systems and components
- ✓ an understanding of the northern economic, cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to install, repair and maintain heating systems and components
- ✓ ability to plan and organize heating system and component installations, repairs and maintenance
- ✓ ability to work cooperatively with other trades
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized word-processing and computerized maintenance management programs
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Housing Maintenance Serviceman will attain the required qualifications, knowledge, skills and attitudes through completion of a Journeyman Oil Burner Mechanic Program combined with related experience.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Oil Burner Mechanic may spend long hours outside and in awkward positions which can cause physical discomfort and strain. The Oil Burner Mechanic will be lifting and adjusting heavy objects, and will come in contact with sharp, hot and/or very cold supplies and equipment. Oil Burner Mechanics must maintain safety procedures at all times to avoid injury. They may also come in contact with potential poisons and gases that could cause injury or illness.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Oil Burner Mechanic may work in busy construction sites with a variety of other trades and labourers, or may spend long hours working alone. The Oil Burner Mechanic may work in awkward environments and will have to carry all required equipment and supplies with them at all times. The Oil Burner Mechanic must work outside in all different weather conditions including extreme cold and extreme heat

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands include exposure to the smells associated with heating fuels, exposure to the sounds associated with power tools and construction sites, and exposure to dust and other debris associated with the use of power tools and construction sites all of which can cause sensory strain including headaches.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Oil Burner Mechanic will need to concentrate in busy construction sites. They will be ordering equipment and supplies, and scheduling work in cooperation with other trades and labourers. The Oil Burner Mechanic may be called out at odd hours or have to work long hours in cases of emergency maintenance and repairs.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.