

CAW - Parking & Fire Equipment Worker

Revision Date: May 2012

Classification: Parking & Fire Equipment Worker

Unit: UNIFOR

Hay Point Range: N/A

CHARACTER OF THE JOB

The Physical Plant Department is responsible for the entire physical plant of the University including the construction, renovations, provision of utility services, and the care and maintenance of all properties.

Under general supervision, the Parking & Fire Equipment Worker is responsible for installing and inspecting portable fire-fighting equipment and maintaining an accurate computerized record of inventory; installs parking, directional and regulatory signs and removes, installs and performs non-technical maintenance to parking meters.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Installs, inspects and maintains fire extinguishers, fire hoses and related equipment in accordance with prevailing codes and regulations.
- Maintains an accurate and current computerized inventory record of all portable fire-fighting equipment.
- Makes necessary arrangements for, and sends out, fire-fighting equipment for maintenance and hydrostatic testing.
- Installs, replaces and removes parking, directional and regulatory signs and posts on a regular basis or as requested.
- Updates billboard signs with removable messages as required.
- Sets up barricades, traffic cones and temporary signage for special events and in the event of emergencies.
- Operates a mobile workshop van on a continuous basis.
- Operates aerial devices for the maintenance of billboards and signage.
- Works closely with numerous groups at the University in order to carry out maintenance requests.
- Prepares estimates for new installations of signage and fire-fighting equipment.
- Provides relevant training for department staff as required.
- Operates a personal computer with an inventory program.
- Performs the duties of similar or lower level classifications for which the incumbent is qualified when required.
- Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

- The minimum qualifications necessary for acceptable (satisfactory) job performance are:

Level of Formal Education

- Education to an acceptable level; high school completion preferred.
- Completion of an approved course in fire equipment maintenance as recognized by the City of Winnipeg Fire Commissioner.
- An acceptable working knowledge of the Manitoba Fire Safety Code with respect to portable fire-fighting equipment, its installation, maintenance and legal requirements.
- Valid Class 5 Manitoba driver's license.
- Valid Transportation of Dangerous Goods certificate.

Experience

- Acceptable related experience
- Familiarity with buildings on the University of Manitoba campuses and research stations preferred.

Skills and Abilities

- Must be capable of operating a microcomputer and maintaining a fire equipment inventory program used by the department.
- Ability to follow oral and written instructions and to communicate effectively in English.
- Must be able to relate well with all University staff.
- Must be able to work with minimal supervision.
- Good driving record as demonstrated by a positive driver's abstract.
- Understand and be willing to participate in all safety programs and initiatives designed to ensure the well being of all staff.

Physical Requirements

- Must be capable of performing the duties as assigned.