SAANICH SCHOOLS
SCHOOL DISTRICT 63 (SAANICH)
2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

Job Posting: Posting Detail

Posting: C2627/132 **Description:** HVAC
Start Date: Nov 16, 2026 **End Date:**
Posting Date: Nov 6, 2026 **Closing Date:** Nov 12, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
Maintenance Office	HVAC	Continuing	40

Current Shift: 7:00am - 3:30pm Monday to Friday (includes 1/2 hour unpaid lunch). 12 months per year

Grounds, Maintenance, Data Services, and Custodial employees in posted assignments will work additional time from the first day of school in September to the second Friday in May, excluding Winter Break and Spring Break. This additional time is worked in lieu of the spring closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding - Spring Closure Week.

Pay Rate: $39.85

JOB DESCRIPTION

CLASSIFICATION
Facilities

POSITION
HVAC

SUMMARY
Under direction of the Director of Facilities (or designate), installs, designs, services and balances HVAC equipment and controls including computerized direct digital control (DDC) systems throughout the school district.

Saanich School District has a limited maintenance compliment and it will be required that Trades Maintenance employees perform work in cross-classification assignments as directed.

DUTIES
General

- Repairs and calibrates electronic controls and thermostats
- Monitors and corrects problems in HVAC systems through DDC systems
- Fabricates and installs sheet metal ductwork
- Responds to emergency situations as required
- Supervises and/or inspects work completed by service contractors
- Maintains detailed records of electrical work
- Plans projects, designs and determines material requirements
- Operates computer-based systems
- Reads and interprets drawings and specifications
- Provides estimates and advice on projects and keep records to track costs and orders material and equipment required for projects
- Researches, orders, receives and inventories related supplies and equipment
- Maintains tools and equipment in a safe and serviceable manner
- Operates and is responsible for school district vehicles and power tools
- Reports on work in progress
- Performs emergency call-in maintenance duties outside of assigned hours as required
- Monitors General Maintenance employees on a periodic basis

- Liaises with employees, contractors, regulatory agencies and other trades as required
- Snow removal with machinery, or by hand shoveling
- Digital technology; including email, online databases and facilities management software used by School District #63
- Performs other duties consistent up to the level of the assigned role.

QUALIFICATIONS

- Grade 12
- Certificate of Red Seal Apprenticeship as a Refrigeration and Air Conditioning Mechanic, as issued or recognized by the Province of BC or a Certificate of Trade Qualification in as a Refrigeration and Air Conditioning Mechanic as issued or recognized by the Province of BC
    - OR Certificate of Red Seal Apprenticeship as either a Plumber or a Sheet Metal Worker with the accompaniment of a Class B Gas Ticket, as issued or recognized by the Province of BC
    - OR Certificate of Trade Qualification in as a Sheet Metal Worker with the accompaniment of a Class B Gas Ticket as issued or recognized by the Province of BC
- Valid B.C. Class 5 Driver's License
- Five years' experience as a qualified Red Seal Journeyperson in a qualified discipline mentioned above working on commercial / industrial heating systems
- Thorough knowledge of HVAC codes and regulations WSBC, WHMIS regulations, etc
- Knowledge of computer hardware and software

Working Conditions

- Sufficient sight and hearing to perform related job duties
- Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC Occupational Health and Safety Regulation
- Able to perform related physical and mental activities
- Able to work in a highly active physical environment
- Able to work in adverse weather conditions

DATE

April 2022