

Quentin Chapman

12 BREANNA BLVD. ORO-MEDONTE ON L3V 0J9

(705)955-0434

QUENTINCHAPMAN24@YAHOO.CA

RE: Plumbing Apprenticeship

To whom it may concern,

I am very interested in starting an apprenticeship opportunity to expand and utilize my skills, knowledge and abilities. I have over 17 years' experience as a licenced Gas Technician (G2) which I obtained through Georgian College. This opportunity appeals to me as a next step in my career, to build upon my technical skills and experience. I am interested to learn about this industry further. I hold a valid Ontario G and DZ class driver's license with air brake endorsement and I have a clean driving record.

With my relatable work experience as a Service Technician with Budget Propane, I install propane tanks, connect systems, run high pressure lines, connect and pressure test all lines and check pressure of regulators, complete activation and reactivation of appliances, after system maintenance and new appliance installations (furnace, fireplace, hot water tanks, boiler systems, generators, pool heaters, ranges, etc.). I conduct site inspections to ensure equipment and installations are compliant with Gas codes and TSSA standards, documenting and reporting infractions. I perform plant and distribution station maintenance, installation of new valves, checking pump pressures and testing emergency stops. I am mechanically minded and have the ability to determine the nature and extent of repairs and the knowledge to choose the proper tools to perform maintenance and troubleshooting. I have general electrical knowledge of how systems work and how to troubleshoot components.

My strong work ethic is proven by my many positive interactions with customers and pride in my work while promoting a positive company image. Many customers have repeatedly requested my service and have written letters to commend my professionalism. I have proven my excellent interpersonal skills when working as a team and training new technicians. I use my strong oral and written communication skills to effectively and respectfully interact with contractors, customers, my colleagues and superiors. I use my interpersonal skills to collaborate with partners on job sites including crane operators, a variety of contractors and tradespeople, to ensure efficient and complaint installations. I provide oversight of installations and work performed by contractors, including status reporting and completion of all applicable forms and informing supervisors of any issues or non-compliance. I work well under pressure and have the work experience to be able to think of alternate solutions to problems.

I have experience with gas meter work, completing gas line locates and have experience working with contractors, responding to emergency calls, including propane leaks and odour investigations and liaising with fire and police officials and TSSA inspectors and others to address and repair various situations. I have a great understanding of code requirements and industry standards with a meticulous attention to detail. I have been working in the field independently for many years and am responsible for the completion of my daily activities and to prioritize my duties and multi-task as needed. I currently have a very physically demanding job and enjoy working outdoors and in a variety of weather conditions. In my current position I am responsible for my tools, equipment and utilizing appropriate personal protective equipment.

I am comfortable working with technology such as a smartphone and tablet with the ability to learn new software quickly. I have a positive safety-first attitude and have also completed Joint Health & Safety Committee Certification, as a member and as a Co-chair on the Budget Propane committee for many years. I have exceptional working knowledge of the Occupational Health and Safety Act and the Transportation of Dangerous Goods Act.

I look forward to meeting with you to discuss how I can add value to your team. I can be reached at (705) 955-0434 or contacted via e-mail at quentinchapman24@yahoo.ca.

Sincerely,

Quentin Chapman
Encl.

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I possess multiple technical licenses which allows me to professionally install, inspect and ensure the safe operation of HVAC equipment. I have worked for the past 17 years as a (G2) Service Technician, conducting inspections and installations, troubleshooting, responding to emergency calls, and representing my employer through building positive customer relationships. I am eager to explore new opportunities, I want to grow professionally by gaining new skills and experiences that will help me advance in my career.

QUALIFICATIONS

- Excellent interpersonal, communication and customer service skills
- Ability to troubleshoot, diagnose, test and repair a variety of HVAC equipment
- Comprehensive knowledge of TSSA standards and Gas Code requirements with demonstrated ability to interpret and enforce industry standards
- Competent with completing full commercial vehicle safety inspections to Ministry of Transportation Standards
- Knowledge of the Occupational Health & Safety Act and Joint Health & Safety Committee Member Certification
- Physical ability to perform strenuous manual labour and work in all weather conditions
- Proven organizational skills to organize work and prioritize duties
- Leadership skills when providing training and guidance to new Technicians

CREDENTIALS

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|---|--|
| ▪ Gas Technician 2 (G2) Licence | ▪ Joint Health & Safety Committee Member Certification |
| ▪ Liquid Propane Endorsement Licence | ▪ System 636 Certification |
| ▪ Valid Class G and DZ Ontario Driver's License | ▪ Current Confined Space training Certificate |
| ▪ Licensed Crane Operator | ▪ WHMIS trained |
| ▪ Standard First Aid - Level A CPR/AED | ▪ Transportation of Dangerous Goods Certificate |
| ▪ Current Working at Heights Certificate | ▪ Commercial Vehicle Wheel Service Basic III |
| ▪ Lock Out Tag Out trained | |

WORK HISTORY

Budget Propane Corporation

Service Technician

July 2007- Jan 2025

1011 Beiers Road. Gravenhurst, ON
(705) 687- 9409

Complete system inspections on new installations to propane and natural gas handling codes and regulations, Complete line locates

Connect propane tanks, connections of piping, re-activation of systems, Initial activation and adjustment of new or repaired equipment for proper operation

Enforcing industry (TSSA) code requirements and standards by reporting and suspending service for non-compliance, educate customers about propane safety and maintenance of units

Install regulator systems, pressure test lines and connections

Conduct quality assurance inspections for propane gas installations, ensuring compliance with B149 and other related codes

Complete 10 year inspections

Train new Technicians and office staff in proper procedures, gas code and safety regulations

Developed and built a training and test board relating to set up of regulators, perform manometer checks and leak testing, code requirements, showing of sleeving high-pressure lines, to wrapping gas lines

Satellite plant distribution station maintenance, installation of new valves, checking pump pressures and testing emergency stops
Job task planning and organizing field work on a daily basis
Perform daily pre-trip commercial vehicle safety inspections, completing full commercial vehicle safety inspections, shipping documents and applying appropriate placards to Ministry of Transportation Standards
Previous Joint Health & Safety Committee Co-Chair; participated in safety policy reviews, investigating and reviewing accident reports, and advising on team training requirements
Participate in rotating on-call including emergency calls, gas leaks, coordinating with fire and police officials as required
Performing tire inspections tires and re-torque wheels and rims for service and bulk

Jim Wilson Pontiac **Shipper/Receiver/Parts Consultant** **July 2006- May 2007**
25 Mulcahy Court Orillia, ON
(705) 325-2721

Assist the technicians at the parts counter, ordering and looking up parts
Entered items received/returned into ADP for catalogue and inventory
Received and verified orders as they came in, stock shelves and post manifests
Ship items via Purolator, UPS, etc., responsible for packaging and tracking packages
Responsible for inventory control and billing of work orders
Return warranty items, file and track all necessary paperwork
Completed monthly, weekly and daily inventory levels and reports
Provided customer service on a daily basis by ordering parts and answering phones

Orser Electric Ltd. **Shipper/Receiver/Parts Driver** **Jan 2006- July 2006**
655 Harvie Settlement Rd. Orillia, ON
(705) 326-6427

Certified and experienced operating a forklift
Responsible for receiving parcels and parts, documenting shipment and supplier info
Contact customers when their parts come in
Delivery and parts pick up
Filling out all necessary paperwork for part repairs and to process a work orders
Send back warranty items

MAK Mechanical Ltd. **Team Leader / Medical Lift Installer** **July 2005 – Dec 2005**
25 Lorena St. Barrie, ON
(705) 733-0189

Team leader for a crew of 4, with province wide travel
Responsible for ceiling lift installations for medical industry
Assessing job sites and assuring all materials have been shipped for the job
Accountable for installing and certifying ceiling lifts, carrying out a 750 LB load test
Work with concrete, wood and steel structures;
- Hilti equipment, fixation plates, unistrut, threaded rod, lateral bracing, laser leveling, precise measuring
Communicating with facility staff, arranging work times and details of the job
Completing daily reports and documentation for installation

REFERENCES AVAILABLE UPON REQUEST