



Facilities Maintenance Assistant- Casual

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As a Facilities Maintenance Assistant you will participate in the safe and efficient operation, preservation, maintenance and renovation of offices, arenas, fire halls, libraries, museums and other community facilities.

You **must** have an Ontario Secondary School Diploma or equivalent **and** full Ontario Driver's License with a satisfactory driving record. Other qualifications include:

- Advanced Refrigeration Certification and G2 Gas Fitters License or equivalent
- Technical knowledge of safe equipment operation, including technical safety standards/codes, safe building construction practices, tools and equipment
- Technical knowledge of building mechanical systems including HVAC/environmental, mechanical, electrical, plumbing, fire, security, water conditioning and arena refrigeration plant
- Applied knowledge of computers, databases, MS Office, Lotus Notes, automated building systems software

The hourly rate for this unionized position is \$29.46, hours of work will vary and are not guaranteed and shifts could be scheduled on short notice. If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

[Apply](#) by 12:00 Noon on **Tuesday, April 16, 2019**. We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Facilities Maintenance Assistant

CUPE Local # 714 – Band 7

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Department: Infrastructure Services

Division: Parks and Facilities Division

Reports to: Supervisor Facility Operation and Maintenance
(Takes direction from Crew Leader Facilities)

Position Objective

To participate in the safe and efficient operation, preservation, maintenance and renovation of offices, arenas, fire halls, libraries, museums and other community facilities

Duties & Responsibilities

1. Operate, inspect, monitor, maintain and repair building systems such as HVAC/environmental, mechanical, electrical, plumbing, fire, security, water conditioning and arena refrigeration plant; perform preventative maintenance.
2. Inspect, maintain and repair facility interiors, exteriors and associated fixtures; assist with renovations; monitor/respond to housekeeping issues; replenish supplies as requested/directed; perform preventative maintenance.
3. Take/document equipment readings; keep accurate records; update/maintain facilities databases.
4. Remove snow/ice from facility sidewalks, entrances/exits and parking lots.
5. Assist with set-up/tear down of facility rentals, special events
6. Participate in on-call supervisor rotation

Education & Experience

- OSSD or equivalent plus additional related programs of over one (1) and up to two (2) years
- Advanced Refrigeration Certification
- G2 Gas Fitters License or equivalent
- Over one (1) year and up to two (2) years' experience
- Valid drivers' license with driving record acceptable to The Corporation
- First Aid and CPR Certificate

Knowledge

- Technical knowledge of safe equipment operation, including technical safety standards/codes
- Technical knowledge of the Occupational Health and Safety Act, particularly confined space safety and WHMIS
- Technical knowledge of safe building construction practices, tools and equipment
- Technical knowledge of building mechanical systems including HVAC/environmental, mechanical, electrical, plumbing, fire, security, water conditioning and arena refrigeration plant
- Applied knowledge of computers, databases, MS Office, Lotus Notes, automated building systems software

Skills & Ability

- Read and understand equipment manuals, building/building systems drawings
- Mathematical skills to calculate measurements, system performance, energy conversions
- Safely drive and operate vehicles
- Safely operate small construction equipment
- Demonstrated mechanical aptitude
- Inspect, trouble-shoot and effect minor repairs and maintenance to equipment
- Able to work harmoniously with staff, public, tenants, users and contractors
- Able to operate/calibrate various hand and power tools
- Able to frequently perform strenuous physical labour in sometimes adverse conditions/awkward situations

Supervision

Occasionally oversees work of contractors

Work Demands

- Regular sensory effort: Concentration on equipment monitoring/calibration/inspection/repair; visual and listening attention for driving and trouble-shooting
- Frequent physical effort: Use of tools; lifting; climbing; twisting; keyboarding/data entry
- Incorrect or inappropriate actions have obvious effects, with reduced service to public/users and some financial implications
- Minor disagreeable conditions of frequent exposure
- High degree of care for safety of others
- Work may be subject to tight and unyielding deadlines
- Inclement weather conditions (at times)
- Demanding day-time work; work subject to overtime by request (storms, emergency repairs to equipment, intrusion and fire dispatch alarms, special events)

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Position History

During the Council's 2004-2006 Strategic Plan, Corporate Restructuring By Law 200-04 and the 2005 Budget Guidelines in Report CS-35-2004, it was identified that municipal facilities require a higher level of service to address routine maintenance, preventative maintenance and to review long term maintenance costs of municipal facilities. The position description was revised to reflect the results of a JJEC exercise in 2008. It was renamed during collective bargaining in 2009. It was updated following a corporate re-organization in March 2016.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

Chief Administrative Officer

Date