



Facility Maintenance Technician (Full-time Regular) (Posting #2019-14)

The Facility Maintenance Technician (FMT) operates and maintains facility systems and performs a variety of skilled and semi-skilled tasks related to facility maintenance and upkeep on municipal buildings. Duties will include performing light maintenance and preventative maintenance on electrical, plumbing, and air handling systems in municipal buildings as well as performing routine repairs involving minor lighting, electrical, carpentry, and or plumbing systems. The FMT may also be involved in monitoring, operating, and repairing various building control systems such as air control systems and Aquatic Centre systems.

Qualifications/Knowledge/Skills/Abilities

- Completion of grade 12 education; 5 years of experience in facility maintenance; diploma in facility management, building systems operation or related field; training or certification in a building trade such as carpentry, electrical, or plumbing; Building Service Worker Certificate; or an equivalent combination of education and relevant experience.
- A valid BC Driver's License.
- Specialized training in complex HVAC or DDC systems and Pool Operations I & II would be an asset.
- Demonstrated ability and a good working knowledge in the areas of plumbing, carpentry, building management systems, small motors, and other related areas of building maintenance.
- Ability to work independently, coordinate tasks and change work priorities to ensure completion of daily, weekly, monthly and annual assignments, without disrupting or endangering public or employee access to the buildings.
- Strength and ability to climb ladders, lift, push or carry objects occasionally.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check.

Status/Hours/Shifts

Full-time Regular; 40 hours per week; shift work (including evenings and weekends) will be required

Rate

Trades Level 1: \$34.89 per hour as per the collective agreement (Uncertified Trades Person Rate is 95% of Level 1)

Note: 90% probationary rate may be applicable dependent upon applicant's current status.

How to Apply

A complete job description is available on our website at www.NorthernRockies.ca under Human Resources and applicants are encouraged to review it prior to applying. Please apply with your resume and cover letter via mail, e-mail or fax to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | VOC 1R0
Fax: 250-774-6794 Email: jobs@northernrockies.ca

Applications will be accepted until **4:30 pm on Monday, May 13, 2019.**

Please include an email address so we may contact you to acknowledge receipt of your application.

***The Northern Rockies Regional Municipality is an equal opportunity employer.
This is a bargaining unit position and the recruitment process is governed by the Collective Agreement between
the Northern Rockies Regional Municipality and CUPE 2167.***

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Description

Facility Maintenance Technician

Updated: June 2011

Description and Essential Functions

Reporting directly to the Director of Recreation or designate, the Facility Maintenance Technician operates and maintains facility systems and performs a variety of skilled and semi-skilled tasks related to facility maintenance and upkeep on municipal buildings. Duties will include but are not limited to:

- Operate and maintain the Northern Rockies Regional Recreational Centre indoor air digital control system (DDC) and Aquatic Centre systems;
- Perform light maintenance and preventative maintenance on electrical, plumbing, and air handling systems in municipal buildings;
- Develop and maintain facility preventative maintenance programs for municipal buildings;
- Perform routine repairs involving minor lighting, electrical, carpentry, and or plumbing systems;
- Initiate work orders and assist with the co-ordination of work with other departments as required;
- Assist in the preparation and implementation of statistical reports, logbooks, and inspection forms and prepare reports as required;
- Consult with contractors when required for major building repairs or maintenance of municipal buildings;
- Store and utilize maintenance supplies (e.g., power tools, hand tools, etc.) following WCB regulations;
- Follow all safe work procedures in related to assigned tasks;
- Work cooperatively with other Recreation and Maintenance staff to meeting objective of provide a clean, safe, secure and pleasant environment for those occupying or visiting municipal buildings;
- Ensure municipal buildings are secured and alarmed, when required;
- May be required to participate in activities such as ordering supplies and assist with set up for functions that are assigned as departmental responsibilities; and
- Other related duties as required.

Required Knowledge, Ability and Skills

- Excellent interpersonal skills and demonstrated ability to handle a complex and varied work load.
- Demonstrated ability and a good working knowledge in the areas of plumbing , carpentry, building management systems, small motors, and other related areas of building maintenance.
- Ability to monitor and operate complex building air control systems (DDC/HVAC, etc).
- Thorough knowledge related to the operation and maintenance of a multi-use recreation facility or other public building (college, school, etc.).

- Ability to work independently, coordinate tasks and change work priorities to ensure completion of daily, weekly, monthly and annual assignments, without disrupting or endangering public or employee access to the building.
- Knowledge of the occupational hazards and precautionary measures as related to building maintenance.
- Knowledge of building maintenance standards and procedures.
- Strength and ability to climb ladders, lift, push or carry objects occasionally.
- Ability to read and comprehend the English language to closely follow written procedures, guidelines and regulations (e.g., Health & Safety Program, WHMIS, WorkSafe BC Industrial Health & Safety Regulations).
- Knowledge and ability to operate computer applications such as Word, Excel, Outlook, and other computerized maintenance management software packages.
- Ability to establish and maintain an effective working relationship with other municipal staff, user groups, and community members.

Education, Qualifications, Licenses and Certificates

- Completion of grade 12 education; 5 years of experience in facility maintenance; diploma in facility management, building systems operation or related field; training or certification in a building trade such as carpentry, electrical, or plumbing; Building Service Worker Certificate; or an equivalent combination of education and relevant experience.
- A valid BC Driver's License
- Specialized training in complex HVAC or DDC systems would be an asset.

NOTE:

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.