

Job Description/Specification

Identification**J0295****TFEU/BCTF Joint Salary
Committee Decisions****JOB/POSITION TITLE:** Maintenance Technician**FORMER TITLE/DEPARTMENT:**
Maintenance Person**DIVISION/DEPARTMENT:** FAS/Maintenance**PAY GRADE:** 5**SUPERVISOR'S TITLE:** Maintenance Supervisor**DATE APPROVED:** November 17, 2021

Function and purpose (a)

To perform building systems maintenance, security, emergency services, janitorial, material and furniture moves following standard practices and procedures.

Supports the Maintenance Supervisor with daily operation, inspection, Planned Preventative Maintenance (PPM) schedule, and repair of physical plant equipment.

Principal duties and responsibilities (b)

1. Maintains security of building by ensuring doors are secure at the appropriate times and lights are programmed. Ensures that unauthorized persons and undesirable persons do not remain at the building by escorting them off the premises or by calling authorities to remove them. Responds to security concerns and alarm calls as required. Performs routine security checks of the building and parking garage. Reviews security reports from the evening/weekend shifts and follows up as required.
2. Performs daily building routine check of all floors, parking levels, roof, and building perimeter. Inspects equipment and systems, trouble shoots, performs repairs and or recommends corrective action. Checks building software on a daily basis to ensure it is operational.
3. Troubleshoots, repairs, and performs preventative maintenance on HVAC, electrical, plumbing, fire protection and sprinkler systems by performing regular inspection of components, checking breaker panels, boiler gauges and controls to ascertain any abnormalities. Locates the source of the problem and initiates corrective action. Tests fire and security alarms. Contacts alarm monitoring station to communicate alarm status.

Removes zones from fire panel/sprinkler system, tests emergency generator, elevator phones, and panic alarms. Updates maintenance logs. Replaces HVAC and water filters.

4. Performs various maintenance duties including but not limited to small plumbing repairs, carpentry, painting, wood refinishing, light bulb and fixture changes, lock repairs, carpet and floor tile repairs, shelf installations, furniture and equipment assembly, baseboard installations, ceiling tile repairs, door repairs and replacement, gardening, pressure washing and shredding. Assists contractors with building maintenance work.
5. Monitors lighting control, and HVAC software to troubleshoot program necessary changes and produce reports.
6. Performs daily routine of collecting and disposing of recyclable materials.
7. Performs daily routine to unlock doors; set-up meeting rooms as required, including setting up audio-visual equipment from the studio, rearranging seating and returning coffee and tea supplies, and audio-visual equipment. Ensures that paper is in flip charts.
8. Rearranges and moves furniture, boxes, materials, and supplies to and from areas within the building. Stocks photocopy paper in work rooms.
9. During renovation and tenant improvement periods, assists contractors by answering questions, directing them to electrical and mechanical panels, shuts down systems as required, etc. Moves furniture and materials, dismantles and reconfigures workstations. Cleans up after renovation on a daily basis and gives a thorough cleaning when complete.
10. Maintains familiarity with emergency and building procedures and makes recommendations. Following established procedures, provides appropriate facility service in emergency situations.
11. Programs building security system to lock and unlock the building at prescribed hours, holidays, etc. Programs access cards for staff and tenants to allow entry when the building is locked. Changes codes on electronic locks. Ensures authorized entries and alarms are attended to and recorded. Distributes office keys and building access cards, ensures they are signed for and records are maintained.
12. Ensures maintenance cell phone is answered and service is provided to staff, tenants, members, service providers, etc. during the dayshift. Provides prompt response time on service requests and communicates what action has been taken. Calls appropriate service providers as needed. Follows-up and records all work performed by others. Responsible for an on-call phone 24 hours a day, 7 days a week for 6 months each year to respond to working alone, alarm, and emergency building calls. Attends building emergencies after hours when on-call.

13. Ensures tenant relationships are kept at the highest possible level by providing priority quality customer service.
14. Performs various janitorial duties such as washing windows; stripping, washing, waxing and buffing floors; dusting and polishing furniture; vacuuming and carpet sweeping; scrubbing and sanitizing washrooms and restocking supplies; and washing tables, chairs, walls, and light fixtures and picking up refuse.
15. Occasionally relieves evening janitorial shift for holidays and illnesses.
16. Ensures safe work practices are followed.
17. Assists the maintenance supervisor with projects and duties as assigned.
18. Backs up the maintenance supervisor during absences by ordering supplies, co-ordinating work of other staff members, verifying hours in online payroll system and reporting absences and problems to Manager of Facility Services.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (c)

Five years' of in-site service and building preventative maintenance in all of the following areas: HVAC maintenance, plumbing, electrical, fire protection systems, general building maintenance, automated building system software, janitorial, gardening, painting, and carpentry.

Must be able to read architectural, electrical, structural and mechanical plans, specifications and shop drawings. Demonstrated ability to work independently and as part of a team, demonstrated excellent communication and interpersonal skills. Experience working in an automated building with tenants is preferred.

Strong knowledge of building services and trades and experiencing scheduling and coordinating trades, including mechanical, electrical, plumbing, drywall, painters, locksmiths, fire protection and access and security contractors.

Familiarization with building automation systems (HVAC and lighting control) and access control.

Education and training (d)

Secondary school graduation, supplemented by technical courses related to operating and repair procedures for HVAC, boiler, electrical, plumbing, fire protection systems, and automated building software and blueprint reading supplemented by courses in painting, gardening, building service worker, plumbing, electrical, and carpentry.

Interprovincial Red Seal or 50% completion of requirements for one of the following: Plumber, Carpenter or Electrician, Construction

Two years training in HVAC systems to ensure a sound working knowledge.

Licences and certificates (e)

Boiler Licence, 4th Class Engineering Ticket

Technical certificates, licenses and/or diplomas related to duties and responsibilities preferred.

Environment (f)

Physical environment consisting of conditions normally associated with maintenance and janitorial work, such as exposure to volatile organic compounds, dirt, dust, and unsanitary or infectious environment i.e. mouse droppings, hypodermic needles, and human body fluids. Also exposure to outside elements, noise, and renovations.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (g)

Contacts and relationships required with all levels of BCTF staff, members, meeting attendees, tenants, service providers, and emergency workers are required in order to respond to service requests and emergency calls. Communication skills require a high degree of courtesy and diplomacy to provide a high level of service.

Machines, equipment, and work aids used

Tools such as hammers, drills, screwdrivers, wrenches, knives and wire cutters; chisel, grease gun, circuit tester, table saw; janitorial tools such as floor buffers, mops, squeegees, vacuum cleaners, pressure washer, carpet sweepers, ladders, cell phone, walkie-talkie, shredder, computer, and fax machine. Procedure manuals, architectural, electrical, mechanical, structural plans, construction specifications and shop drawings and building control panels. Windows system using Word and Outlook. Building software using GE lighting control, Kantech Entrapass Security, Intellex Security and HVAC Enterprise Building Integrator software. Laptop used to monitor HVAC system remotely when on-call.

Positions supervised (h)

None.

Physical and/or mental effort (i)

Work involves a great amount of walking, standing, lifting, carrying, and generally requires excessive physical fatigue to be endured. Must be able to respond in emergency situations and make decisions while using excellent judgement.

Working conditions (j)

Nature of the work is such that incumbent is exposed to dust, dirt, volatile organic chemicals, infections and unsanitary conditions, heights, noise, outside elements, sharp tools, and electrical shock. Must be able to handle emergency situations. Responsible for an on-call phone 24 hours a day, 7 days a week for 6 months each year to respond to working alone, alarm, and emergency building calls. Must be available to attend to building emergencies after hours, when on-call. Must be able to lift 50 pounds, work in small or confined space and work at heights.