

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(TOURISM & CULTURE DIVISION – RESOURCE MANAGEMENT – LOCATION – 28 JAMES ST. N. 2<sup>ND</sup> FLOOR)

### HERITAGE FACILITY MAINTENANCE REPAIR PERSON - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Supervisor, Heritage Facilities & Maintenance. Responsible for performing multiple repair and maintenance tasks in a Museum/Heritage site environment, which could include but is not limited to troubleshooting, repairing and performing preventative maintenance on carpentry, HVAC, mechanical, electrical, general building, moving exhibit pieces, special event setup, outdoor landscaping and snow removal. Hands on technical work across multiple trades and effective communication skills are critical to this position. Job requires varying shifts, after-hours availability, weekend availability and statutory holiday availability.

#### GENERAL DUTIES

Conducts small scale repairs and maintenance in a Museum/Heritage site environment, ensuring that artifacts and other historically significant materials are protected and preserved.

Troubleshoots/maintains/repairs mechanical and electrical equipment such as furnaces, heat pumps, exhaust fans, circulating pumps, rooftop units, lighting systems, domestic hot and cold-water systems, HVAC equipment, metering pumps, boilers, fire alarm systems as required.

Conducts carpentry and general construction: woodwork, sanding, painting, etc.

Checks air handling system controls to maintain environmental conditions through the building system computer. Adjusts programmable thermostats as required.

Operates and maintains hand/power, and shop tools, such as table and band saw, belt sander, radial arm saw, circular, chop and mitre saw torches, drill press, power drill, power nail gun, router, planers, pipe cutters, Remington nail gun, compressor generators, air compressor & related attachments, welding and metal fabricating equipment.

Performs minor repairs on electrical systems within the scope of their abilities. Changes and installs lights, ballasts, plugs, switches, wiring, electrical fixtures, fuses, breakers and batteries

Conducts general plumbing: toilets, faucets, fix leaks, etc.

Perform sheet metal repairs to soffit, fascia, eaves trough, covers, access panels, window caps and corner posts.

Measures, designs, constructs, purchases, installs and repairs a variety of items such as cupboards, shelving units, tables, brochure racks, cabinets, display cases, storage boxes, chairs, railings, ramps, picnic tables, doors and windows, painting and staining, refinishing, posts and rails and signage.

Discusses maintenance projects with Curatorial Assistant/ Site Supervisor and Facility Supervisor and revises projects accordingly.

Determines scope of maintenance work required. If unable to repair, then oversees work of contractors.

Prepares drawings for carpentry work. Reads building drawings to locate equipment within existing buildings.

Liaises with staff, colleagues, consultants and suppliers.

Maintains inventory of materials and tools and procure as necessary

Conducts fire extinguisher inspections and records results.

Ensures health and safety codes are adhered to when performing repairs.

Performs other duties as assigned which are directly related to the major responsibilities of the job

### **QUALIFICATIONS**

1. Demonstrated experience in Heritage Facility repairs and knowledge of Heritage Facility Building operations normally acquired through a combination of education and relevant work experience.
2. Previous knowledge and experience with troubleshooting HVAC, mechanical and electrical equipment normally acquired by a combination of education and relevant work experience.
3. Demonstrated ability to safely operate power tools such as table and band saw, belt sander, radial arm saw, circular, chop and mitre saw torches, drill press, power drill, power nail gun, router, planers, pipe cutters, Remington nail gun, compressor generators, air compressor & related attachments, welding and metal fabricating equipment.
4. Must have experience and previous training with corporate facility repairs and general building maintenance. Demonstrated experience with natural gas heating, air conditioning, ventilation, BAS troubleshooting, fan, motor and pump repairs, plumbing repairs, minor electrical repairs, minor carpentry repairs or previous work experience as a Handyman would be an asset.
5. Must be able to work independently prioritizing changing demands and requests and executing with minimal supervision to achieve best possible outcomes.
6. Experience in a computerized environment. Working knowledge in Word, Excel, Microsoft Outlook programs and Archibus.
7. Must have excellent interpersonal and communication skills. Demonstrated ability to communicate with various stakeholders: museum staff, members of the public, elected officials, contractors and suppliers both verbally and in writing.
8. Safety Training and certification would be an asset.
9. Must possess a valid Class "G" driver's license with a clear driving abstract.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**