

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET & FACILITIES MANAGEMENT DIVISION – FACILITIES MANAGEMENT – 41 SOUTH ST. W., DUNDAS)

UTILITIES/MAINTENANCE OPERATOR (LOCAL 772 I.U.O.E.)

SUMMARY OF DUTIES

Reporting to the Superintendent, Facilities Operation & Maintenance. maintains, adjusts and repairs equipment and building systems. Repairs and install fan systems, pumps, valves and piping. Operate hand and power tools. Adjust air handling system controls to maintain environmental conditions. Carry out preventive and scheduled maintenance programs to ensure the safe, continuous and efficient operation of equipment at Wentworth Lodge. Oversee contractors on-site. Work within all applicable Health and Safety legislation and City of Hamilton policies.

GENERAL DUTIES

Conduct scheduled and unscheduled maintenance and repairs of mechanical equipment such as furnaces, boilers, heat pumps, cooling towers, humidifiers, circulating pumps, exhaust fans and air handling units.

Prepare plans and prioritize required equipment repairs.

Adjusts air handling system controls, to maintain environmental conditions through the building system computer.

Creates and fabricates custom equipment out of metal, wood and plastic. Carries out extensive handy-person tasks such as hanging pictures, decorating, painting, drywall repairs, grounds clean up, carpentry and other resident needs.

Perform electrical and plumbing repairs and troubleshooting as it pertains to equipment.

Repair all indoor and outdoor building lighting.

Repair doors, handles, hardware and overhead doors.

Monitors the general condition and make minor operating changes necessary for the safe, continuous operation of boilers, utility systems and general equipment.

Carries out scheduled and emergency procedures relating to fire, power failures and any other emergency situation.

Assists as required during special events and functions.

Operates hand and power tools such as circular saw, router, hammer drill, propane torch and pipe cutter. Operate measuring instruments such as refrigeration gauges, volt/amp meter, gas monitors, relative humidity sensor, velometer, flow meter and gas analysis.

Oversees work of contractors.

Able to be on 24hr call on a rotational basis for emergency responses.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Must hold a valid trade certification related to the disciplines listed in the duties above (plumbing, electrical, HVAC etc.) or licensed Stationary Engineer.
2. Technical knowledge required of mechanical equipment (HVAC, boilers, furnaces, heat pumps, gas fired roof top units, cooling towers, chillers, generators, compressors, etc) and building systems (electrical, plumbing, life safety). This includes previous experience in operation, maintenance, repair and replacement of components of these systems
3. Previous building maintenance experience normally acquired through a combination of education and relevant work experience to operate and maintain large refrigeration or cooling systems and large air conditioning/handling systems in commercial and industrial buildings.
4. Working knowledge of plumbing and electrical equipment.
5. Must be able to work with a minimal amount of supervision and be able to perform maintenance and repairs to an acceptable standard, while prioritizing changing demands and requests
6. Strong interpersonal skills with the Ability to communicate effectively with residents, members of the community and other staff members. Must be able to effectively communicate both verbally and in writing.
7. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
8. Strong computer skills (outlook, word,excel) including good knowledge of computerized HVAC/BAS systems and associated controls, components and software
9. Must have a valid Class "G" driver's license