

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT **(ENERGY, FLEET & FACILITIES DIVISION – FACILITY OPERATIONS & Maintenance SECTION – DOWNTOWN CORE, HAMILTON)**

BUILDING MAINTENANCE COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Facilities Management Supervisor, co-ordinates and checks all maintenance and mechanical activities, meetings & events within the facility as well as project related work. Leads, directs and works with a staff team that will be responsible for providing a clean, healthy and safe environment for staff and public utilizing city-owned facilities.

GENERAL DUTIES

Acts as primary source of contact for maintenance repair services for facility & client departments

Assist the Facilities Management Supervisor in dealing with maintenance-related calls after office hours.

Acts as lead hand and is the point of contact in larger facilities such as but not limited to, City Hall, Lister Block, Wentworth Operation Centre, Court House, Material Recycling Facility. As well as schedules and directs cleaning staff (internal or external work force); responsible for the administration of employee time sheets, absence forms etc. having it ready for Supervisors approval.

Responsible for site preparation for special events, liaises with special events coordinator and users; provide service to special rooms such as Council Chambers, major boardrooms, meeting rooms, outside space i.e. courtyards, forecourt etc. Provide floor plans for events/ meetings ensuring capacities, AODA, fire code regulations and ensure all other Health & Safety requirements are met.

Grounds Maintenance and minor landscaping, when required.

Co-ordinates and assist with the opening, closing & maintenance of decorative fountains.

Schedules, assigns and checks work performed by contractors to ensure compliance & quality of the work order. Provides functional guidance and direction to maintenance staff and contractors.

Performs general maintenance duties; such as but not limited to replace lights, gauge readings, equipment checks, adjust doors, filter changes etc.

Requests work orders for all maintenance requests using work order software, cellular devices, emails and phone calls.

Co-ordinates various tasks for vacancies, as well as any necessary turnover repairs to the empty office & floor space to ensure compliance with the turnaround time of reallocating vacant space.

Liaises with the Maintenance staff and Contractors as required to resolve complaints concerning maintenance.

Request invoicing for special events and verify the invoicing is correct as billed and report and discrepancies to the Facilities Management Supervisor and/or alternate. Maintain wage data for invoicing.

Audits Contractor performance and recommends improvements.

Obtains necessary quotes for various small jobs and repairs under the direction of the Facilities Management Supervisor.

Follows up with Contractors for any outstanding work not completed within the specified time frame. Reports any deficiency or poor workmanship of Contractors to the Facilities Management Supervisor and/or Project Manager for follow up.

Completes the necessary paper work for return of defective equipment or product to Supplier or Service Provider. Order & inventory supplies (i.e. equipment, uniforms, lights & cleaning supplies etc.).

Co-ordinate, assist & issue work orders for the raising, lowering and changing of flags on roof using Working at Heights equipment.

Co-ordinates filming and schedules staff with Supervisor approval during & after business hours.

Performs all major tasks required in the upkeep of the facility, janitorial tasks, when needed; i.e. clean washrooms; restock washrooms, floors, windows, dispose of garbage, vacuum, flags, lights, clean lenses, assemble and disassemble furniture, relocate or rearrange furniture & dusting etc.

Maintain and troubleshoot audio visual equipment & manuals (i.e. sound systems, projectors, screens, software etc.).

Act as the Building Evacuation Coordinator during emergencies to ensure the safe evacuation of all building occupants. Coordinate fire drills and update fire plans with the Facilities Management Supervisor

Test life safety systems and equipment (i.e. fire panels, alarms, elevators, etc.).

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

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

Qualifications

1. Previous building maintenance and mechanical experience related to heating, plumbing and electrical equipment normally acquired by a combination of education and relevant work experience.
2. Demonstrated analytical and mathematical skills gained through recognized Facility Management training and two years of post-secondary education in a related field preferred.
3. Mechanical aptitude, knowledge of heating, plumbing, electrical, air conditioning and computer systems, landscaping and gardening, carpentry, project management, contracting services and general maintenance.
4. Ability to communicate with technical specialists and to interpret technical drawings and specification documents an asset.
5. Thorough knowledge and understanding of statutes and regulations relating to WHMIS legislation, Occupational Health and Safety and Ontario Human Rights Code as it relates to the position.
6. Excellent organizational skills and time management skills, including the ability to co-ordinate different maintenance jobs staff requirements for regular and special services.
7. Team player with excellent verbal and written communication and customer service skills.
8. Must possess excellent decision making and problem-solving skills. Ability to multitask in stressful situations and work with minimum supervision.
9. Previous experience directing, leading and working with staff to foster a positive working environment and ensure compliance of work being completed by staff.
10. Must have experience in a computerized environment using Microsoft Office including Word, Excel, and Outlook required; able to create and maintain Excel worksheets and Word agendas and minutes. Previous knowledge of Archibus work order system would be an asset.
11. Familiar with and understand the IFMA (International Facility Management Association) 11 Core Competencies.

12. Previous experience operating a scissor lift and/or fork lift an asset; already possess or willing to obtain necessary certification.
13. Must be able to work at heights and confined spaces. Having Working at Heights certification or able to successfully complete within three months in the position.
14. Crestron Electronics audiovisual experience an asset.
15. Must be able to lift to 50 lbs.

NOTE

Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the City of Hamilton.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.