

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (ENERGY, FLEET & FACILITIES DIVISION – FACILITIES OPERATIONS & MAINTENANCE – COMMUNITY – LOCATION – COMMUNITY FACILITIES

### MAINTENANCE WORKER - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Supervisor, Facilities Management, this role focuses on performing maintenance duties at various Community Facilities such as Recreation Centre, Arena's and Fire Stations. This includes, but is not limited to troubleshooting, repairing and performing preventative maintenance on carpentry, HVAC, mechanical, electrical, general building and fountain specific systems. 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

Operates and maintains hand/power and shop tools. This includes, but is not limited to table and band saws, belt sander, radial arm saw, circular, chop and mitre saws, torches, drill press, power drill, power nailer, router, planers, pipe cutters, generators, air compressor & related attachments, welding and metal fabricating equipment.

Performs structural framing as per Ontario Building Code; insulation, installation of windows, doors, flooring, drywall, painting, roofing, siding and eaves trough, foundations, fencing, decking, wood treating, brickwork, masonry and concrete.

Ability to follow a scope, read and interpret blueprints, drawings and sketches to determine specifications and calculate requirements.

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

Constructs and repairs various buildings such as pavilions, sheds, garbage enclosures, food booths, washrooms and additions to Community Facilities

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

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

Repairs doors, handles, hardware and overhead doors.

Completes installation of various items using appropriate mounting hardware. This includes, but is not limited to accessibility devices, baby and adult change tables, shelving, flooring, backsplash, fencing, etc.

Performs maintenance duties such as hanging pictures, painting, vandalism repairs and grounds clean-up.

Takes preventative measures when working around asbestos and mould.

Develops materials list and purchases materials as required.

Purchases and maintains an inventory of supplies and updates logbooks as required.

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

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Maintains equipment such as pumps, valves, piping, chemical treatment controllers and water fountains.

Performs repairs to pumps, valves and piping associated with rural wells, sump pumps in some buildings. Identifies when equipment needs replacement.

Troubleshoot audio visual equipment and electronics and make repairs as needed.

Performs troubleshooting on instruments such as gauges. Replaces gauges within scope of abilities.

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.

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

Assists in performing repairs to items including but not limited to the following: copper piping and fitting and soldering, repairs and installs fixtures such as water heaters, taps, toilets, urinals, sinks, showers, shower heads, drains, fountains, hose bibs and repairs such as drain cleaning, line repairs, obstruction location.

Installs equipment such as pumps and chemical tanks using copper, iron and PVC fittings.

Troubleshoots and performs minor maintenance on fire and life safety systems.

Works 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 major responsibilities of the job.

### **QUALIFICATIONS**

1. A current certificate of qualification as a carpenter in accordance with the regulations enforced in the Province of Ontario would be considered an asset.
2. Considerable experience and knowledge of the standard practices, methods, materials and tools of the carpentry trade 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 nailer, router, planers, pipe cutters, Remington nailer, compressor generators, air compressor & related attachments, welding and metal fabricating equipment.
4. Applicants who possess a license as a Journeyman or Apprentice as an HVAC Technician, Plumber, Mechanic, Gas & Oil Burner Technician, Electrician, Refrigeration, or Welder would be considered an asset.
5. Experience in a computerized environment in Microsoft word, email, fax, internet and Excel for the manipulation of spreadsheets.
6. Must have excellent interpersonal and communication skills. Demonstrated ability to communicate with various stakeholders: city staff, members of the public, elected officials, contractors and suppliers both verbally and in writing.

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7. Demonstrated ability to work efficiently and effectively independently with minimal supervision and as part of a team.
8. Safety Training and certification would be an asset.
9. Must possess a valid Class "G" driver's license with a clear driving abstract.
10. Must possess a valid working at heights certificate
11. Must possess a current valid Certified Pool Operator certificate

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

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

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