

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION, ENERGY AND FACILITIES DIVISION – CORPORATE FACILITIES MANAGEMENT –
LOCATION – 121 KING ST. W., CENTRAL UTILITIES PLANT)

FACILITIES PREVENTATIVE MAINTENANCE COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reports to the Facilities Supervisor. Leads, directs and works with a staff team. Responsible for providing HVAC services and ensuring customers' requirements are met. Responsible for ensuring maintenance/operations are performed completely by Staff and/or Contractors, and ensuring best practice preventative maintenance duties are assigned and carried out.

GENERAL DUTIES

Scheduling and directing of Facilities Trade Staff and Contractors in order to provide exceptional Customer Service for our Clients with the supply and service of Utilities and HVAC in the most energy effective and efficient manor.

Plans and schedules all initial preventative maintenance schedules in the Corporate Buildings portfolio which includes the Central Utility Plant buildings such as Copps Coliseum, Hamilton Place, Convention Centre, Central Library, Hamilton City Hall, Central Utility Plant, Parking Garage, and all other Corporate Portfolios such as EMS/Fire Stations, Libraries, Yards etc.

Ensures that the delivery of contracted work meets the expectation of the City of Hamilton both Quality Assurance and pricing. Contractual Management. Coordinates and schedules Contractors with Staff, and Client's.

Performing Procurement Management within all City of Hamilton guidelines.

Works hands on in the field to meet maintenance schedules, breakdowns and/or in emergency situations.

Prepares and submits Staff time sheets to the Facilities Supervisor for approval and administration.

Prepares and submits employee absence forms to Facility Supervisor for approval and administration.

Ensures logs and reports are collected and stored correctly.

Orders and maintains an inventory of minimal parts general tools and cleaning supplies.

Conducts and maintains complete equipment inventory in all facilities i.e. serial numbers, voltage, name plate data etc.

Assists and trouble shoots with Operations and Maintenance staff and Contractors at Central Utility Plant

- i.e. Central Utility Plant Operators - monitoring and ensuring efficient operations of HVAC equipment through the Building Automation System
- Central Utility Plant Maintenance staff - maintaining, adjusting and repairing equipment and building systems using best practices.

Oversees work of Facility Staff, Contractors and Students to ensure safety and quality are maintained.

Liaises with user groups for special events and meetings and reports back to Facilities Supervisor.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation, all City of Hamilton policies and procedures, and all other applicable legislation. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation, all City of Hamilton policies and procedures, and all other applicable legislation.

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

QUALIFICATIONS

1. Proven theoretical knowledge and experience in the operation of heating, ventilation and air conditioning systems normally acquired by a combination of education (such as a Utilities System Operator Certificate) and relevant trade related work experience.
2. A valid certificate as a 4th Class Stationary Engineer is mandatory.
3. Demonstrated knowledge and experience monitoring, operating and adjusting heating, ventilation and air conditioning equipment.
4. Previous experience performing maintenance to equipment such as fans, pumps, chillers and boilers.
5. Contract Management and Procurement Management experience.
6. Ability to effectively respond to emergency conditions and troubleshoot.
7. Thorough knowledge of heating, ventilation and air conditioning systems and their controls including computer based operation is essential.
8. Familiarity with computerized building automation systems and PC software such as Microsoft office is essential.
9. Must be a self starter and have ability to deal effectively and diplomatically with Client's, Contractor's, General Public and Staff while ensuring confidentiality when required.
10. Demonstrated knowledge of the Health and Safety legislation and all other applicable regulations as it relates to the position.
11. Must possess and maintain a valid Class "G" Driver's Licence
12. Provision of a vehicle for use on the job.

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