

# CITY OF HAMILTON

## PUBLIC WORKS DEPARTMENT

### (CORPORATE FACILITIES & ENERGY MANAGEMENT – FACILITIES OPERATIONS & MAINTENANCE – COMMUNITY – LOCATION – 125 BARTON STREET WEST)

#### FACILITY MAINTENANCE TECHNICIAN - ELECTRICIAN - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Supervisor, Facilities Management. Performs all duties required by the trade of a Construction and Maintenance Electrician including, but not limited to: troubleshooting, adjusting, repairing and replacement of equipment and components of various electrical systems. Completes all operational, basic predictive and preventative electrical maintenance duties.

#### GENERAL DUTIES

Maintains, adjusts, repairs, and replaces electrical equipment and electrical components in building systems.

Maintains all electrical services, supply systems, and equipment associated with buildings, grounds, pools, plants and shop equipment throughout portfolio.

Performs all operational, ~~and~~ basic predictive and preventative electrical maintenance duties.

Investigate and troubleshoot electrical issues, including tracing circuits and perform necessary repairs.

Install, replace and/or upgrade various components related to electrical systems including, but not limited to; circuits (including GFCI), outlets, safety systems, conduit and wiring, fuses, breakers and panels.

Install, repair and/or replace switches, sensors, fixtures, ballasts, bulbs and drivers on indoor and outdoor lighting systems.

Install, repair and/or replace pump and motor starters, disconnects, VFD's and associated components.

Troubleshoot wiring continuity and sensor integrity in Security & Fire Systems and suggest repairs.

Troubleshoot AV equipment and electronics and make repairs as needed.

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.

Monitor and test building safety devices such as emergency lighting, generator, fire, and alarm systems.

Perform repairs to deficiencies that have been identified by the Electrical Safety Authority inspector.

Perform various minor multi trade repairs such as carpentry, plumbing, and HVAC.

Operate various hand and power tools directly related to performing the responsibilities of the job.

Operate measuring instruments such as multi-meters, meggers and various electrical measuring tools.

Perform housekeeping duties in mechanical rooms such as cleaning, organizing and labelling.

Participates in continuous improvement opportunities relating to equipment, maintenance practices and procedures.

Oversee work of contractors and students during work terms.

Assists Facilities personnel in a variety of duties as required.

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

Complete work outlined in work order description and manage and maintain work orders assigned through ARCHIBUS and FieldFlex or other CMMS.

Work in accordance with requirements set out by the Technical Standards and Safety Authority (TSSA) and the Electrical Safety Authority (ESA) and respond to reports accordingly.

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 Act.

### **QUALIFICATIONS**

1. Must have a valid Ontario Trade License as a Construction and Maintenance Electrician (309A) with a considerable experience in Facilities Maintenance working as a licenced electrician in commercial and institutional buildings.
2. Technical knowledge required pertaining to mechanical equipment (HVAC:boilers, furnaces, heat pumps, gas fired roof top units, cooling towers, chillers, generators, compressors, large air conditioning & refrigeration systems, etc) and building systems (electrical, plumbing, life safety, etc). This includes previous experience in operation, maintenance, repair, and replacement of components of these systems.
3. Must have experience and qualifications to work on control and power AC/DC electrical systems up to 750 V. and electronic systems, with demonstrated ability to repair and maintain various types of equipment and buildings.
4. Must be self-motivated with a strong team-working skillset, able to work both independently and as part of a team. Must excel at planning, organizing, and implementing work pertaining to breakdown and preventive maintenance on electrical equipment.
5. Strong computer skills (Outlook, Word, Excel) including knowledge of computerized H.V.A.C./BAS systems and associated controls, components and software would be considered an asset.
6. A valid license/certificate as one or more of the following preferred: Master Electrician, BAS certificate, Refrigeration and Air Conditioning Mechanic, Millwright and/or Gas Fitters certificate.
7. Previous maintenance on swimming pool electrical systems and VFD's would be considered an asset.
8. Depending on location, as a condition of employment, the successful applicant may be required to obtain a satisfactory Criminal Reference Check/Vulnerable Sector Screening and all clearances required by the RCMP.
9. Previous related experience in maintaining chillers, boiler compressors, diesel and gas generators, and main air handlers mandatory.
10. Demonstrated knowledge of asbestos awareness and removal.
11. Must have knowledge of appropriate authority safety rules.
12. Ability to work independently prioritizing changing demands and requests and executing with minimal supervision to achieve best possible outcome. Strong interpersonal and communication skills to relate and respond readily to front line staff, City departments and the general public.
13. Must be able to communicate effectively, both verbally and in writing.
14. Must have a valid Class "G" driver's Licence with a clear driving abstract.

15. Demonstrated ability to repair and maintain various types of equipment and buildings. Manage, operate and maintain gas/air compressor, generation systems with ATS, etc.
16. Must have Working At Heights certification and/or must be obtained within 3 months of being in the position.

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

**NOTE 1:**

Depending on location, as a condition of employment, the successful applicant may be required to obtain a satisfactory Criminal Reference Check/Vulnerable Sector Screening and all clearances required by the RCMP.

**NOTE 2:**

This position requires a valid class "G" Driver's Licence with a clear abstract

**NOTE 3:**

The incumbent must be able to safely lift 50 pounds.

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

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