

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (ENERGY, FLEET & FACILITIES DIVISIONS, FACILITY OPERATIONS & TECHNICAL SERVICES)

HANDYPERSON (PROPERTY MAINTENANCE) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Facility Supervisor of Operations and Maintenance, the successful applicant will assist maintenance personnel by loading and transporting materials, performing and assisting various multi trade and mechanical trade facility repairs.

GENERAL DUTIES

Transport building materials and supplies related to HVAC, plumbing, electrical, carpentry, and various other facility maintenance and operating supplies.

Assist Facility Technicians, and independently make repairs, related to facility items such as; HVAC, plumbing, electrical, carpentry and various other multi trade functions.

Perform various facility maintenance functions such as, but not limited to; carpentry, painting, drywall, signage installation, door and window repair, roof and ceiling repair.

Construct and repair wood and metal framed walls and ceilings.

Remove, install and repair flooring.

Erect platforms and scaffolds.

Perform minor landscaping duties and snow removal as required.

Hand excavate and backfill at job sites.

Drive service vehicle, load and unload tools and equipment.

Operate hand and power tools, and equipment such as saws, hammers, drills, rakes shovels,

Perform preventative maintenance on equipment, tools and vehicle.

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.

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

QUALIFICATIONS

1. Must possess substantial experience related to facility maintenance duties **including** carpentry, plumbing, electrical, and HVAC. Trade related certificates would be considered an asset.

2. Able to understand and follow detailed procedures in performing trade-type facility work.
3. Demonstrated experience with maintenance hand and power equipment such as saws, drills, hammers, wrenches and drivers, including experience with various landscape equipment.
4. Must be able to operate and demonstrate an ability to hook up and drive a maintenance vehicle while towing a trailer.
5. Must possess good computer skills with proficiency in the use of Microsoft Excel and Outlook. Ability to input and retrieve data accurately. Working knowledge of the Archibus maintenance management system would be considered an asset.
6. 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.
7. Knowledge of W.H.M.I.S. (Workplace Hazardous Materials Information System). Possess certification or must be willing to obtain upon accepting the position.
8. Must have knowledge of appropriate authority safety rules including Occupational Health & Safety regulations and TSSA standards.
9. Must be able to communicate effectively, both verbally and in writing, and via email.
10. Ability to work positively and contribute in a team environment.

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.

NOTE:

Must possess the ability to lift and move various equipment and furniture up to 50 lbs. on a regular basis.

NOTE:

Must have the ability to work at heights and on lifts, ladders, and scaffolding. Associated training would be an asset.

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