

**Internal / External
21-71**

Position:	BUILDING MAINTENANCE OPERATOR	Number of Positions:	1
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Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	HUMAN RESOURCES & INFRASTRUCTURE		Program:	INFRASTRUCTURE AND FACILITIES
Location:	BARRIE		Anticipated Date of Hire:	JANUARY 31, 2022
Salary Range:	\$25.99 to \$29.14 per hour		Posting Date:	DECEMBER 16, 2021
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Purpose of Position:

Skilled maintenance worker to perform essential maintenance and upkeep tasks in our 8 offices located throughout Simcoe County and the District of Muskoka.

This position will be responsible for a wide variety of activities such as repairs, maintenance issues and moving equipment and furniture to ensure that our facilities are both well organized and functional. Being computer literate, reliable and self-motivated with a keen eye for detail is essential in this job, as the ideal candidate will have significant work experience and solid technical knowledge

This position is required to be on the afterhours on-call roster for Facilities and Infrastructure through a rotating assignment with the Managers/Supervisor in the service area.

Responsibilities:

- Monitor, update and close helpdesk tickets for Facilities and related H & S related tickets to
 - Handle minor moves and repairs
 - Troubleshoot and address and document urgent issues
 - Coordinate vendor and contractor calls and visits for break/fix items
- Monitor, address issues and support contracts for Facilities needs
- Use and monitor online tools for security, office temperature, panic alarms, generator, video, office power, generators, vaccine fridge temperature issues and address as needed.
- Prepare and complete regular maintenance and preventative maintenance tasks as per the schedule.
- Change, add, remove any staff access control, and badge requirements as required.
- Work with Facilities and Purchasing team for purchasing needs when ordering service or items needed and/or assist with drafting RFP, RFQ and tenders and create PO as need for projects.
- Collaborate with a team of professionals including internal staff, designers, landlords for minor and major renovations and facility expansions.

Specific knowledge, skills, abilities:

- Basic working knowledge of HVAC, plumbing, generator, and electrical systems
- Experience painting and working with tools, including hand and electrical tools
- Ability to read and utilize technical manuals and drawings
- Demonstrated excellent communication, interpersonal and team skills
- Demonstrated excellent proactive and creative problem-solving skills
- Intermediate knowledge of heating, ventilation, air conditioning systems, including monitoring systems for warnings, irregularities.
- Intermediate knowledge of office generator operation, including optimum running capabilities
- Intermediate knowledge of security/locking systems
- Intermediate knowledge of H & S systems, including fire safety systems
- Good organizational skills and the ability to prioritize work and provide initial troubleshooting of office operations equipment
- Computer literacy beyond basic skills in Office 365 suite of tools, including Teams, Excel, Outlook and Word
- A valid driver's license with a clean driver's abstract and reliable vehicle with the ability to travel in a timely and efficient manner to locations within and outside the health unit district.

Education:

- Secondary School Diploma

Related Experience:

- Minimum 3 year's relevant experience as a maintenance worker or other similar position, preferably in a multiple office setting.

Deadline: 4:00 pm, WEDNESDAY, JANUARY 12, 2022

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-71** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**21-71** in the subject line. Your formal application consists of submitting both an up-to-date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-71** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.