



POSITION VACANCY

Call Number:	2019 - 36
Position:	Facilities Technologist
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
Salary Range:	\$36.05 to \$37.93 (Hourly Rate Under Review)
Date Posted:	May 16, 2019
Closing Date:	May 31, 2019 at 4:30 p.m.

The City of Niagara Falls is a dynamic, internationally renowned city with a prosperous business community growing from a diverse economic base that includes tourism, manufacturing, professional services, and commercial sectors. Dedicated to excellence in public services, we invite you to discover why Niagara Falls is a premier place to live, work, and play

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, May 31, 2019**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

**POSITION DESCRIPTION
Planning, Building and Development**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Facilities Technologist

POSITION SUMMARY: Responsible for day-to-day coordination of facility maintenance operations for all municipal buildings.

DIVISION: Building Services

RESPONSIBLE TO: Facilities Project Manager

EQUIPMENT AND TOOLS USED: Basic drafting equipment and AutoCad applications, general office equipment including computers and applicable software applications

WORKING CONDITIONS:

Standard Office Environment	- 70%
Outdoors	- 30%

RESPONSIBLE FOR:

1. Develop and maintain preventive maintenance programs for all: municipal facilities, inventory of all municipal building systems and equipment, records of all mechanical systems and their condition, services life, and replacement schedule, including performing equipment readings for general building maintenance activity.
2. Coordinate contractor compliance in accordance with the corporate health and safety policies, and Provincial regulation such as: the Fire Code, Building Code and Occupational Health and Safety Act as it relates to construction safety and designated substance within a building.
3. Prepare annual assessment and schedules for regular: building condition inspections, preventive maintenance inspections, ensures the safe operation of all mechanical, electrical, plumbing systems, HVAC, life safety systems, and ensure the building envelope repairs and grounds are maintain to department standards and provide recommendation for repair and or replacement of systems.
4. Coordinate, and, administer maintenance contracts for: cleaning services, building maintenance, snow removal, grounds keeping, and garbage disposal for all facilities and inspect all work to

ensure completion is in accordance with municipal standards and all legislative regulations.

5. Coordinate, and, administer small value construction projects and purchases related to: mechanical or electrical repair or replacements, furniture, window coverings, building component related repair or replacement contracts.
6. Review and monitor utilities, maintenance, and operation expenditures against and cost budgets and perform cost analysis for the development of a cost database for future replacements. Monitoring the level of cleanliness and custodial cleaning service for all facilities.
7. Responds day to day to departmental requests for facility accommodations such as: in house millwork, furniture relocation, mechanical and electrical systems trouble-shooting.
8. Provide record management for all facility documentation such as: construction drawings, specification, maintenance logs, fire safety plans, and policies and procedure maintain, in accordance with City of Niagara Falls Standards
9. Tracking and record all work requests, equipment inventory, security and key management, supplies, and coordinate the set-up coordination of equipment for special events and coordinate workload of trade team, Electrician, Carpenter, and Trade Helper.
10. Coordinate Special Event, and Liaise with with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff and Niagara Peninsula Energy.

POSITION REQUIREMENTS:

Minimum three (3) year college diploma in Mechanical or Construction Engineering Technology or related field.

Eligible for certification as a Certified Engineering Technologist with OACETT

Minimum three (3) years experience, in building operation and maintenance including: HVAC systems, direct digital and pneumatic control systems, electrical, plumbing, variable air volume controls, induction systems, building automation systems.

Knowledge of Provincial legislation, including fire codes, building codes, the Occupational Health and Safety Act, Ontario Gas Utilization Code, and Boiler and Pressure Vessels Safety Devices Act procedures, and; industry standards such as: municipal by-laws; local utilities standards; American Society of

Heating, Refrigeration, and Air Conditioning Engineers standards.

Ability to read, and interpret blueprints and schematics, work orders, and technical submissions, including air balancing reports and wiring schematics for mechanical equipment.

Must possess a valid Class "G" Driver's License

Intermediate Excel and basic computer skills.

Strong communication skills both orally and written.

Preferred:

Successful completion of the Building Owners Managers Institute (BOMI) Canada certificate programs:

Systems Maintenance Administrator (SMA®) designation from BOMI.

Revised: May 14, 2019