



## City of Niagara Falls **POSITION VACANCY**

*Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!*

<b>Call Number:</b>	<b>2025 - 04</b>
Position:	<b>Facilities Technologist</b>
Type of Vacancy:	Temporary Contract (February 2025 to January 2026)
Work Schedule:	Monday to Friday, 8-hour shifts (40 hours per week)
Location:	City Hall (4310 Queen Street)
Salary/Wage Range:	\$41.87 to \$43.31 per hour
Date Posted:	January 20, 2025
<b>Closing Date:</b>	<b>February 3, 2025 at 4:00 pm</b>

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs) Applications must be submitted online and will be accepted until **4:00 pm on February 3, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at [HRDepartment@niagarafalls.ca](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521. 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.

**CITY OF NIAGARA FALLS**  
**POSITION DESCRIPTION**

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.

<b>POSITION TITLE:</b>	<b>Facilities Technologist</b>
<b>POSITION SUMMARY:</b>	Responsible for day-to-day coordination of facility maintenance operations and minor repairs for all municipal buildings.
<b>DIVISION / DEPARTMENT:</b>	Recreation, Culture & Facilities / Facilities Maintenance
<b>RESPONSIBLE TO:</b>	Facilities Maintenance Supervisor
<b>EQUIPMENT &amp; TOOLS USED:</b>	Basic drafting equipment and AutoCAD applications, general office equipment including computers and applicable software applications. Small hand and power tools.
<b>WORKING CONDITIONS:</b>	Standard Office Environment - 70% Outdoors - 30%

**RESPONSIBLE FOR:**

1. Assist in the developing and maintaining 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. Coordinate and prepare annual assessment and schedules for regular: building condition inspections, preventative 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. Assist in the 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. Respond to day-to-day departmental requests for facility accommodations such as: in house millwork, furniture relocation, mechanical, electrical systems troubleshooting, and minor repairs.
8. Assist in tracking 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. Track and record all work requests, equipment inventory, security and key management, supplies, and coordinate the set-up coordination of equipment for special events.
10. Coordinate special event/liaise with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff and Niagara Peninsula Energy.
11. Other related duties as assigned.

**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.