

## Building Maintenance Operator

### Internal & External Posting

<b>Competition #:</b> 23.27	<b>Program:</b> Corporate Services
<b>Date Posted:</b> December 1, 2023	<b>Date Closed:</b> Open until filled
<b>Location:</b> Belleville	<b>Type:</b> Casual Contract
<b>Commencement Date:</b> ASAP	<b>End Date:</b> December 31, 2024
<b>Status:</b> CUPE	<b>Rate:</b> \$27.04 - \$31.98 per hour

#### POSITION SUMMARY:

Reporting to the Manager, Office Services, the Building Maintenance Operator (BMO) provides maintenance services for the Hastings Prince Edward Public Health physical properties and facilities. This is accomplished by performing routine repairs, maintenance, inspections, waste management, grounds keeping, facility configuration, and deliveries as prescribed by the Manager, Office Services.

This casual position will provide coverage to ensure seamless operations in building maintenance during scheduled or unexpected absences of the full time Building Maintenance Operator. Shift length may vary in duration due to operational needs (e.g., half day). Typical workdays consist of 8 hours. Availability needed for pre-scheduled and call-in shifts.

#### Responsibilities Include:

The scope of duties and responsibilities for the Building Maintenance Operator may vary based on location, season, and program priorities. The following list is a sample of common responsibilities for this position.

#### General Facilities Operation

- Ensures the premises are unlocked the start of a day in accordance with building and program schedules.
- Reports any hazardous situations, including regarding electrical and heating systems, water leaks or other conditions, immediately to the Manager or designate so corrective action can be taken.
- Monitors the building automation system regularly and notes any serious problems, may contact appropriate maintenance contractor for same. Makes computerized changes to the system as necessary to maintain adequate comfort levels throughout the building.
- Performs non-contractor maintenance such as changing light bulbs, furniture assembly and installation, mounting of shelving, bulletin boards, pictures, patching and painting walls, flood clean up, landscaping maintenance, snow removal and other small repairs.
- May contact maintenance contractors as required for repairs and maintenance work which fall outside of the responsibilities of the Building Maintenance Operator. These may include snow plowing, plumbing, electrical, electronic security, sprinkler system, etc.
- Controls and regulates lawn irrigation in compliance with municipal watering by-laws.
- Provides meeting room set up and tear down as required.
- Occasionally travels to other HPEPH facilities performing job duties associated with those locations as required.
- Makes deliveries; as part of this role, you may play a key role in delivering essential items to our valued community partners.
- Ensures proper PPE is worn in all required situations as per the Occupational Health and Safety Act and regulations.
- Performs other related duties as assigned.

**Preventative Maintenance**

- Performs fire extinguisher, eye wash station, defibrillator (AED) and other safety equipment inspections while maintaining appropriate inspection and service logs.
- Helps perform scheduled emergency drills, and maintains associated logbooks as assigned.
- Completes emergency generator back-up and transfer switch testing as required.
- Maintains HPEPH tools and maintenance equipment to ensure they remain in good working order.

**Cleaning**

- Performs cleaning functions that ensure clean public areas during business hours including evening clinic hours. This may include bathroom inventory, garbage collection, compost collection, general office cleaning, floor maintenance, sanitizing washrooms, meeting rooms, clinic areas and lunchroom.
- Collects, sorts, bundles, and bags re-cycling waste for removal.
- Conducts special cleaning projects as assigned by the Manager.

**Organizational Responsibilities:**

- Establishes and cultivates positive working relationships.
- Maintains effective communication and public relations.
- Actively serves on internal and external committees, work groups, etc. for HPEPH as assigned, and participates in the development of operational plans, as requested.
- Models, supports, and endorses Ontario Public Health / HPEPH values and change initiatives.
- Demonstrates a commitment to the HPEPH mission and values and acts as an ambassador for HPEPH when in contact with the public and other agencies.
- Where appropriate, identifies risk and implements risk mitigation strategies.
- Uses good judgement, and evidence where appropriate, to make informed decisions.
- Follows all applicable HPEPH, Ontario Public Health, legislation, and professional standards.

**MINIMUM QUALIFICATIONS:****Education**

- Grade 12 diploma or equivalent is required.
- Additional courses in electrical, plumbing, H.V.A.C. and other technical areas an asset.

**Experience**

- Minimum 1 year experience in a building maintenance position including:
  - B.A.S. (building automation systems)
  - H.V.A.C. and plumbing systems
  - Lawn care (riding mower, push mower, weed eater)
  - Snow removal (snow blower, snow thrower, shoveling)
  - Working with contractors

**Knowledge, Skills, and Abilities**

- Mechanical aptitude including general repair and building maintenance skills.
- Flexibility to work extended and non-standard hours as required.
- Good analytical and problem-solving skills.
- Good communication and customer service skills.
- Ability to manage multiple priorities while being responsive to customers.
- Immunizations must be up to date, in compliance with all applicable HPEPH policies (and maintained, subsequent to hiring).
- Basic computer knowledge e.g., email, Microsoft office.
- Valid Driver's License and access to a vehicle is required.
- Satisfactory Criminal Reference Check.

**Contract Duration:**

This contract position will start ASAP and may extend up to December 31, 2024.

**Working Conditions:**

This role often requires physical exertion such as shoveling snow, salting walkways, and clearing ice. Regularly lift, move, and carry equipment, furniture and supplies up to 22 kg (50 lb.) alone, or if heavier, with assistance of co-workers or aids.

Typical hours are 7:30AM – 4:30PM, Monday to Friday. There may be a requirement to work alternate schedules including weekends, and afternoon shifts; may involve early mornings or irregular hours to address weather-related issues promptly or respond to facility requirements.

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If you are interested in applying, please review our [Submission Guidelines](#) on our website.

**Applications must be emailed to: [careers@hpeph.ca](mailto:careers@hpeph.ca)**

*HPEPH welcomes applications from individuals living with disabilities. To make arrangements for accommodation during the recruitment process, please contact Human Resources.*

*Hastings Prince Edward Public Health is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.*