

JOB DESCRIPTION

POSITION:	OPERATING ENGINEER - MURF		
DEPARTMENT:	Facilities	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543560
HOURS OF WORK:	40	GRADE/CLASS:	0.16
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Senior Manager of Facilities, this position is responsible for all settings and controls of the Building Computerized Control System, preventative maintenance for all mechanical systems and day to day minor operational repairs. Responsible for basic elevator troubleshooting, work on boilers, HVAC units, chillers, minor carpentry, painting; repairs to all rink boards, gates, glass etc. Attends all special events held at the WFCU Centre; is main contact for Fire safety plan and performs all monthly inspections; Replaces lightbulbs as needed including the main bowl and community rinks; Orders inventory for preventative maintenance (tools, filters, lights etc); Responsible for signing or initiating requests to make expenditures or recoveries in accordance with detailed written procedures; Obtains quotes from Third Party vendors for items involving heating and cooling and other repairs; inputs work orders in Facility 360; Will operate a forklift for load ins and load outs; Will operate a scissor and boom lift for overhead work in building. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school Community College Diploma in Power Engineering and a current valid 4th Class Operating Engineer Certificate or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in all areas of the position such as in a commercial/institutional or industrial maintenance environment, with the operation of DDC controls systems, HVAC, electrical, plumbing, and general repair exposure;
- Must hold and maintain a current, valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have the ability to read and interpret construction drawings, knowledge of the Provincial Operating Engineer's Act, the Occupational Health and Safety Act, and other related Acts or Codes;
- Must possess effective oral and written communication skills as well as interpersonal skills;
- Must be willing to work shift work as required:
- (Off Heat Season) Monday to Friday - 40 hours per week
- (Heat Season) 7 days a week - 24 hours per day operation
- 12 hour shifts rotating every second week
- A Building Systems Technician Certificate is an asset;
- Familiarity with the Microsoft Office Suite of Products such as Word, Excel and Access is considered an asset;
- The physical demands analysis associated with this job indicates a medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.