

JOB OPPORTUNITY

2010 - 04

POSITION: BUILDING SYSTEMS OPERATOR/MAINTENANCE WORKER
LOCATION: Pickering Town Centre, Pickering ON
REPORTS TO: Operations Manager
WORKING HOURS: 40 hrs. per week, Mon. – Sun. (shift rotations incl. morning & afternoon shifts)

RESPONSIBILITY: Operates and assists in the repair and maintenance of the Shopping Centre's equipment and building systems towards the objective of peak efficiency resulting in maximum retailer and shopper comfort.

PRIMARY DUTIES:

- Assist in the operation and daily inspection of all HVAC, mechanical, electrical, telecommunication, life safety and lifting device equipment to ensure efficient performance. Performs minor repairs and adjustments as needed.
- Assists in the daily tests and maintains records for chemical treatment of chilled water and condenser water.
- Assist in the monitoring of condensers, checking gauges and filters, back washing filters on a regular basis. Cleans strainers regularly.
- Assist in the monitoring of chilled water systems, checking pressure and temperature gauges and changing filters as required.
- Monitor the Energy Management System and make adjustments as necessary.
- Assist with the maintenance and control of wet and dry sprinkler systems. Co-ordinate with the Security Department, monitoring company and contractors in draining and refilling sprinkler systems as required.
- Test run emergency generator as per schedule.
- Assist with the monitoring and control of all life safety equipment including the fire alarm and sprinkler systems, fire hydrants, standpipe connections, fire doors, etc.
- Answer all tenant calls regarding heating, cooling problems & building emergencies (i.e. water leaks); co-ordinate same with the tenant to ensure proper repair is being completed on a timely basis.
- Assist in the seasonal shutdown of heaters, chillers and cooling towers.
- Assist in the winterizing of all common area air-handling units including draining and anti-freeze treatment.
- Assist in the cleaning of return air grills for the malls common area air-handling units.
- Other duties as assigned.

SPECIFIC SECONDARY DUTIES:

- Record makeup water meter readings & utility consumption for those with check meters
- Changing lights and ballasts under the supervision of the Building Electrician. (110 volt only).
- Performs minor building repairs incl. electrical, plumbing, door repairs, furniture, etc.
- Perform daily door, public washroom and common area furniture inspections & repairs as necessary.
- Works with contractors on scheduled diagnostic and periodic legislative tests/inspections of building systems and related equipment to ensure reliability.
- Organize and maintain operations storage and workshop area.
- Assist in co-ordinating and supervising all contracts and contractors as outlined by Operations Manager.
- Perform and supervise all minor tasks as requested by the Operations Manager, which directly or indirectly affects the operations of the shopping centre.

QUALIFICATIONS:

- Secondary School Graduation Diploma plus preference given to those with trade qualifications (i.e. HVAC, Building Environmental Systems, Stationary Engineering, etc.) or equivalent and a minimum of 1-3 years of directly related hands on experience.
- Mechanically inclined with the ability to operate, perform Preventative Maintenance on and trouble shoot if reactive maintenance is required including: HVAC, electrical, fire alarm panels, Sprinkler Systems, Emergency power generators, Waste Compactor equipment, etc. and read related drawings.
- Familiar with automated preventative maintenance programs and has basic keyboarding skills
- Hands on knowledge in repairing building components such as lights, ballasts, plumbing & door hardware.
- Hands on knowledge in a variety of trades (i.e. basic plumbing, electrical, drywall, carpentry) and use of related manual and power tools.
- Familiar with Provincial Health & Safety Legislation (i.e. WHMIS, Occupational H&S Act).
- Physically fit enabling reasonable lifting, pushing, pulling, climbing, walking and working outside.
- Ability to work independently on certain tasks and with other team members for tasks requiring more than 1 person.
- Ability to prioritize workload.
- Good interpersonal and communication skills dealing with tenants, service contractors and suppliers.
- Ability to work a 40 hour week; shifts over 7 days per week; rotating weekends on a scheduled basis; start shifts at different times including afternoons, nights or early mornings depending on the tasks usually on a scheduled basis but sometimes on an emergency basis.
- Possess a Valid Ontario Driver's License with an acceptable driving abstract, be bondable and a clean CPIC.
- On call for emergencies on a rotational basis

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than March 30th, 2010 to:

Gordon Barton, Operations Manager
Pickering Town Centre
1355 Kingston Road
Administration Office
Pickering ON L1V 1B8

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