



The City of Kingston – Current Career Opportunity

External Job Posting

Position:	Building Operator (Trades) Millwright	Job Code:	09A174
File No.:	J0416-1242	Bargaining Unit:	Cupe
Hourly Rate:	\$26.96 - \$33.60	Hours of Work:	40 Hours Per Week
Type of Position:	Full Time	Closed:	May 17, 2016

History and innovation thrive in Kingston, located at the head of the St. Lawrence River and the junction of the Rideau Canal (a UNESCO World Heritage site). A dynamic city with a sound and diversified economic base - consisting of prestigious public institutions, government bodies, leading healthcare and education facilities, significant tourism and entertainment activity, and a large private sector, Kingston offers the quality of life of a smaller community with the amenities of a major centre. The Intelligent Community Forum recently named Kingston a Top 7 Intelligent Community in 2014.

POSITION SUMMARY

- As Building Operator (Trades) Millwright, you will report directly to the Supervisor, Buildings and Properties, Facilities Management & Construction Services;
- Perform safe work practices at all times as per the Occupational Health and Safety Act and City policies;
- Exemplary customer service skills;
- Maintain work orders in a computerized maintenance program;
- Under general supervision utilizing a Computerized Maintenance Management System (CMMS) to carry out and document activities within the City's maintenance program for all properties;
- Install, repair, service and maintain mechanical, electrical, pneumatic, hydraulic fixtures and HVAC systems;
- Utilize mobile devices to access and utilize Building Automation Systems;
- Assist in planning alterations and installations, complete material lists, liaise with other consultants, contractors, inspectors, suppliers and departments on maintenance and project work.

QUALIFICATIONS, COMPETENCIES

- Ontario Certificate of Qualification for Millwright (Red Seal);
- Post Secondary education in a related field is preferred;
- Gas Technical License 1 or 2 or equivalent Industrial Maintenance Technician IMT as issued under the Technical Standards and Safety Act;
- Five Years of commercial maintenance and troubleshooting experience;
- Proven knowledge of and experience using Computerized Maintenance Management Systems, working within a preventative maintenance service environment utilizing associated software applications is a must;
- Refrigeration Certification would be an asset;
- Valid First Aid/CPR Certificate would be an asset;
- Compliance Related Training example; Aerial Lift Training, Confined Space, Fall Arrest and Designated Substance (Asbestos) Awareness, Type 1 Abatement Training would be an asset;

- Possess and maintain a valid Class 'G' Driver's License;
- Must demonstrate corporate competencies of Customer Focus, Results Orientation, Integrity and Teamwork.

SKILLS, ABILITIES, WORK DEMANDS

- Ability to work with limited supervision in a team environment or independently;
- Ability to use effective communication skills both verbal and written with proven customer service skills;
- Ability to prepare correspondence, estimates, quotes and tenders using Microsoft and other computerized applications;
- Ability to read and interpret drawings (blue prints) for existing and new construction/renovation;
- Read and interpret policy and procedure manuals and building specific operations manuals;
- Problem solving sufficient to ensure timely preparations/repairs with minimal downtime;
- Ability to work with all tools and equipment as required within the Millwright trade;
- Respond to building emergencies during evenings and weekends and participate in the "on-call" process;
- Good physical condition and able to work outside in inclement weather conditions;
- Basic computer skills/ability to work with a computer as a programming and troubleshooting tool and proven comprehension of BAS and CMMS software applications;
- Good knowledge of Fire Code, CSA Standards and Health & Safety Regulations;
- Must obtain and maintain a satisfactory CPIC (Criminal Record Check), at candidates' expense.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers

Your resume must clearly demonstrate how you meet the requirements of the position. Please upload to your profile, any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position you are applying to. We thank all of those who apply; however, only those selected for further consideration will be contacted. The City of Kingston is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment and selection process. Applicants need to make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.