



BUILDING SYSTEMS TECHNICIAN

BUILDINGS AND PROPERTY

A Community Pursuing Prosperity, Quality of Life and a Healthy Environment

Located on the Trent Severn Waterway in central Ontario, the **City of Kawartha Lakes** offers a unique mix of urban, rural and waterfront living to its growing population of 75,000. The City is a progressive, forward-thinking community with a positive business environment and a thriving artistic community. Recognized as a prime tourist area for its year-round leisure opportunities, Kawartha Lakes is rich in culture and heritage, a strong agricultural community, and abundant in all the amenities being sought by residents and visitors alike.

Job Description:

Under the direction of the Supervisor, Capital Projects Delivery, this position is responsible to oversee and coordinate the safe, efficient and effective operation and maintenance of all building systems-related equipment and controls, for a diverse portfolio. Scope ranges from more complex buildings with fairly sophisticated systems to simple, stand-alone electrical and mechanical/HVAC equipment installations.

- Monitors and ensures optimum performance of all building systems, including; electrical, mechanical/HVAC, controls and energy management. Includes conducting audits and condition assessments. Plans and implements or assists in the implementation of systems and facility modifications and improvements; modifies and optimizes building control software, as necessary
- Develop and coordinate preventative maintenance programs for all building electrical, mechanical/HVAC and energy management equipment and systems
- Develops and modifies technical operating policies and procedures, directs operation, modification, installation, maintenance and repair of building systems/equipment
- Assist with coordination of activities of mechanical and electric contractors and service providers.
- Assist with the preparation of system design and contract documents according to City policy and procedures for contracting services, and in alignment with industry standards
- Performs verifications and commissioning of building systems; coordinates and interacts with external contractors in the installation, commissioning and debugging of building systems
- Assists with and provides technical advice in regards to all related safety issues and practices, and supports proper training of all staff
- Participates in research projects to support improvement building systems performance, and achievement of energy management objectives, as well as to support improvement of related business processes.
- Prepare building documentation, and technical specifications and drawings
- Assists in the annual planning for capital and operating budgets, energy management, and asset management
- Perform other related duties as assigned

Requirements and Qualifications:

- Post-secondary diploma in building environmental systems, such as Building Systems Engineering Technician or related
- Minimum 3 years of industry-related work experience, along with experience in building/facility development and maintenance
- Knowledge and understanding of HVAC systems, to support building systems audit, project planning, specification and cost estimation
- Knowledge of all basic building operating systems, including such as: boilers, air-handling units, heat pumps, geo-thermal systems, compressors, generators, as well as energy management systems
- Knowledge of building automation and control systems including experience with Auto Matrix Controls and Reliable Controls
- Knowledge of contract documents and specifications; Ability to read and create drawings and schematics



- Knowledge of regulations, codes and technical standards pertinent to building systems including electrical, and mechanical/HVAC
- Ability to investigate, analyze, and solve highly technical problems
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software such as AutoCAD
- Awareness of Asset Management Planning and its application to managing a building and property portfolio.
- Demonstrated ability to exercise discretion and tact and maintain a high degree of confidentiality at all times, complying with all applicable privacy legislation, policies and procedures
- Effective oral communication and strong interpersonal skills to deal with members of the public and staff
- Demonstrated customer service skills at a level to develop and maintain cooperative/ collaborative working relationships both within and outside the organization
- Demonstrated ability to contribute to team-work and build upon a positive and healthy work environment
- Excellent written communication and numeracy skills; attention to detail and accuracy.
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision
- Ability to demonstrate initiative consistently with commitment to quality improvement
- Possess and maintain a valid Ontario Class “G” Driver’s Licence
- Upon a conditional offer of employment, a Criminal Record Check will be required

Hourly wage: \$21.17 - \$25.73

How to Apply: Applications may be submitted by email no later than **4:00 pm on November 14, 2017** quoting Job #17-158 to:

Human Resources Officer
City of Kawartha Lakes
28 Francis Street
P.O. Box 9000, Lindsay, ON K9V 5R8
Email: jobs@kawarthalakes.ca