

EMPLOYMENT OPPORTUNITY NOTICE EO17-255

THE CITY OF GREATER SUDBURY

requires a

BUILDING SERVICES TECHNICIAN REPORTING LOCATION: TOM DAVIES SQUARE

**PERMANENT POSITION
70 HOURS BI-WEEKLY**

START DATE TO FOLLOW SELECTION PROCESS

The Capital Projects Section, Finance, Assets and Fleet Division, Corporate Services Department of the City of Greater Sudbury, requires a Building Services Technician. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$33.65 to \$41.30 per hour.

QUALIFICATIONS:

- Successful completion of a Community College Diploma as a Technologist in a related field, (e.g. Building Sciences or Civil Engineering).
- Certification or eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).
- Two and one half (2½) years up to and including five (5) years of directly related experience.
- Knowledge of various computer applications, including Windows based systems, word processing, spreadsheet and database software.
- Demonstrate ability in dealing with all aspects of municipal public works projects and facilities.
- Ability to demonstrate organizational skills and attention to detail work.
- Ability to demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- Excellent use of English; verbally and in writing.
- French verbal and written skills and asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.
- Provide, at own cost, a current Criminal Record Check.
- A Personal Information Release – Security Clearance for Service Provider form will be required.

**EMPLOYMENT OPPORTUNITY EO17-255
BUILDING SERVICES TECHNICIAN
(PERMANENT POSITION)**

DUTIES: UNDER THE GENERAL SUPERVISION OF THE CO-ORDINATOR OF CAPITAL PROJECTS:

1. Develop and maintain various records and statistics with the help of a computer database for all CGS facilities including infrastructure details such as age of structure, building area, life cycle of major building components and digital photographs.
2. Conduct inspections of CGS buildings, and develop an ongoing projected capital building conservation plan for upcoming budget years, 5 and 10 year plan.
3. Act as liaison between CGS and outside agencies including consultants where applicable.
4. Investigate and respond to various inquiries and submit reports and/or recommendations as required.
5. Prepare cost and quantity estimates for proposed projects.
6. Develop and prepare design plans/specifications for proposed work relating to structures and other incidental items.
7. Review various submissions and drawings submitted to ensure conformity with current practices and standards and ensure compatibility in equipment or material being proposed.
8. Supervise the contractor(s) during construction to ensure public safety, quality control, productivity and ensure that conditions of the agreement or contract are being satisfied.
9. Administer the projects to successful completion in accordance with scheduling and approved budget.
10. Review the work for final acceptance, arrange for payment and comment on the reduction and release of security deposits as warranted.
11. Lead, guide and train temporary staff and students.
12. Provide technical assistance to other departments.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform other related duties as required.

Note: *A Criminal Record Check, as well as a Personal Information Release - Security Clearance for Service Provider Form, will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit these forms with your application.*

Qualified candidates should submit their résumé in confidence by **MONDAY, JUNE 26TH, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-255**) on your resume. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.