



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents.

It's Council and staff are committed to providing an exceptional quality of life for the community.

Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit [RichmondHill.ca](http://RichmondHill.ca) to learn more about the place "Where people come together to build our community."

### **Facility Tradesperson**

Schedule: Monday to Friday, 7:30 a.m. - 4:00 p.m. (40 Hour Work Week)

Reporting to the Facility Operations Technician, the Facility Tradesperson will be required to:

- Monitor, assess, troubleshoot, and service various building mechanical equipment and systems, such as hot water boilers and tanks, chillers, cooling towers, roof top units, AC units, air handling units, makeup air units, heat pumps, exhaust fans, hydronic heating loop systems, building automation systems and other HVAC systems
- Service other building systems within the confines/restrictions of license requirements
- Perform general building/architectural repairs and maintenance
- Perform general janitorial and cleaning functions
- Respond to and assess emergency calls from clients (public/staff)
- Ensure building systems are operated properly to provide consistent and reliable conditions at all facilities
- Operate Security and Life Safety Systems
- Carry out preventative maintenance tasks as assigned
- Recommend and maintain inventory of spare parts to minimize any downtime
- Communicate, coordinate and supervise repair work to minimize service interruptions
- Locate and diagnose trouble in the building systems or equipment and report abnormal conditions
- Ensure that all work is performed in full compliance with all applicable codes/standards/regulations, work instructions, established safety standards, the Occupational Health & Safety Act and the Town's safety standards and policies
- Compile and maintain on a daily basis all information and documentation relevant to all completed

Your qualifications include:

- High School Diploma or equivalent
- Heating Ventilation and Air Conditioning (HVAC) 313A Trade License
- A minimum Gas Fitter License G2 is also required
- A Plumber (306A) Trade License is preferred
- A minimum of 5 years of related experience in the control, operation, maintenance and repair of complex building systems and equipment
- Working knowledge of standard computer software applications (i.e. spreadsheets, databases, etc.), computerized building systems, and maintenance management systems (e.g. Maximo)
- Working knowledge of the Occupational Health & Safety Act
- Working knowledge of pool and arena operations
- Familiar with regulated operating requirements relating to building systems (i.e. Fire code, TSSA regulations)
- Demonstrated ability to prepare and keep records
- Ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff, the public and other third party representatives.
- Excellent analytical, organizational and problem solving skills
- Strong team orientation
- Excellent oral and written communication skills
- Demonstrate the Town's corporate values of service, collaboration, care, and courage.
- A valid Ontario Class "G" driver's license in good standing; the successful candidate will be required to provide a current satisfactory driver's abstract from the M.T.O. upon hire
- Available for rotating standby and potential alternate shifts when operationally required and in accordance with the provisions contained in the Canadian Union of Public Employees (C.U.P.E.) Collective Agreement.
- The shifts and hours are subject to change at management's discretion in accordance with the (C.U.P.E.) Collective Agreement
- This position is a member of the Canadian Union of Public Employees (C.U.P.E.).
- Please note, selected qualified candidates will be required to complete a written test as part of the selection process.

The hourly rate for this position is \$32.99. to \$34.64.

**Closing Date:** External applicants: 4:30 p.m., November 17, 2017

**Apply** online on our website at: [RichmondHill.ca/Employment](http://RichmondHill.ca/Employment)

We thank all candidates for their interest, however, only those under consideration will be contacted. The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.