



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Temporary Full-Time Maintenance Electrician

**Posting Number:** 004994

**Department:** Safety and Facilities Services Department

**Branch:** Facility Operations and Maintenance Services

**Location:** City Hall

**Posting Start Date:** 2024/09/09

**Posting End Date:** 2024/09/18 by 4:30pm

**Employment Group:** CUPE 250

**Salary Grade:** 11-\$36.43 - \$38.31

**Standard Weekly Hours of Work:** 40.00

**Shift Work Required:** Yes

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## **Job Description**

Reporting to the Manager, Facility Operations and Maintenance Services, perform electrical and mechanical maintenance and a variety of tasks pertaining to the physical upkeep of City buildings and equipment.

## **Responsibilities**

- Install, inspect, maintain, repair and modify electrical equipment, electronic controls, life safety systems and computer network equipment
- Perform or supervise preventative maintenance routines and repairs for the various building systems for all City owned properties
- Perform work from electrical drawings, diagrams or schematics. Select materials and plan work to meet specifications
- Respond to all building complaints, determine cause and take appropriate action - adjust, calibrate or repair as required
- Perform shift inspections, preventative maintenance inspections, and maintain all log books as directed
- Assist in the preparation and implementation of the operational procedures, emergency procedures and preventative maintenance programs. Recommend changes to improve operations
- Provide training and advice to other building staff
- Cooperate with maintenance staff in City owned facilities to perform maintenance and participate in updating programs such as fire and safety.
- Ensure that the Corporation's work performance and quality standards are achieved and maintained and work is carried out in accordance with industry best practices, City of Oshawa Safe Work Standards, and Occupational Health and Safety
- Prepare reports and correspondence, work orders, etc., ensuring all information is researched and organized in a clear, concise and accurate manner
- Validate and document the completion of all repairs. Review repair history with Manager to aid in Life Cycle Costing analysis. Assist Manager in establishing capital replacement programs
- Meet with contractors regarding approved repairs. Provide on-site project supervision, ensuring adherence to the details of the contract. Monitor inventory, ordering and replenishing stock as required
- Obtain product information, and arrange on-site demonstrations in the proper/safe use of products as necessary. Obtain WHMIS information and MSDS sheets
- Serve on the Facilities Management Services standby/on-call program. Provide support to other members of the team and maintenance staff.
- Perform other related duties as assigned

## **Requirements:**

- Possess a recognized Certificate of Qualification (C of Q) as a Construction and Maintenance Electrician; or an equivalent
- A minimum of five (5) years related experience in a centralized maintenance operation, including electrical construction and installation, energy management, system wiring, computer installations and preventative maintenance programs
- Have a mechanical aptitude. Industrial Electronic Certificate is an asset.

- Ability to prioritize work in accordance with policy and severity of service impact to minimize financial or customer impacts, changing work plans within pre-determined deadlines
- Asbestos Awareness Certificate, or willing to obtain
- Ability to read and interpret schematic, mechanical, architectural and electrical plans combined with a working knowledge of computerized environmental control systems, life safety systems, and computer network systems
- Capable and willing to learn the details of new equipment, as technology advances
- Able to stretch, climb and work at heights, lift and move heavy items, and work in confined spaces
- Capable of performing the work assigned in a safe manner
- Working knowledge of and ability to apply relevant safety policies, codes, standards and legislation (Ontario Occupational Health and Safety Act).
- First Aid and WHMIS training are assets
- Ability to communicate effectively orally and in writing
- Good interpersonal skills, tact and courtesy to deal with the general public and in discussing information with contractors and colleagues
- Able to understand, express and apply concepts of a general nature as well as somewhat technical concepts, methods and procedures
- Able to complete forms and records relevant to the job
- Able to work alone
- Able to work overtime on short notice and to perform shift work necessary to fulfill the requirements of a seven-day operation
- Possess and maintain a valid Ontario Driver's License (minimum Class G) in good standing, and be able to pass the Corporation's tests for motor vehicle operation

Apply online at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters check and an employment medical.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*

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