



## FACILITIES MAINTENANCE TECHNICIAN

Full-Time

Internal/External Posting No. 2025-38

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Department:	Community Services
Internal/External Posting Date:	April 11, 2025
Internal/External Closing Date:	April 27, 2025
Hourly Rate:	\$40.26 after probation
Hours of Work:	40 hours per week
Competition No.:	2025-38

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The City of Dawson Creek is seeking a skilled Facilities Maintenance Technician to join our team! Under the direction of the Civic Properties and Facilities Manager or designate, this role is responsible for ensuring the functionality and upkeep of city facilities through routine inspections, preventative maintenance, and repairs.

### **What You Need:**

- Valid Class 5 Driver's License.
- Grade 12 education.
- Able to obtain and maintain Security/Reliability Clearance.
- Completion of a building maintenance, facilities management, or trades-related program.
- Worked with DDC systems such as Reliable Controls
- Minimum 2-5 years of experience in building maintenance, repair, or a related trade.
- Working knowledge of municipal building codes, WorkSafeBC regulations, and BC safety standards.
- Hands-on experience working with and repairing HVAC systems, electrical, plumbing, carpentry and general repairs.

### **What You'll Do:**

- Identify and resolve issues with mechanical, electrical, plumbing, and HVAC systems, coordinating with contractors and vendors as needed.
- Perform minor repairs on heating, cooling, ventilation, and plumbing systems, as well as general upkeep tasks like painting, drywall repair, and filter changes.
- Respond to service requests from leaseholders and employees, managing work orders in a CMMS program and ensuring timely resolution.
- Assist and oversee contractors performing repairs, renovations, and equipment servicing within municipal buildings.
- Monitor DDC systems, address alarms, respond to emergency facility issues (e.g., floods), and ensure compliance with health, fire, safety, and security policies.
- Keep tenants informed about maintenance activities, manage expectations during disruptions, and interpret blueprints and equipment manuals for project planning.
- Order, pick up, and manage parts and inventory needed for maintenance and renovation projects.
- Maintain logs of inspections, repairs, and maintenance tasks to ensure compliance and track facility performance.
- Use manual and power tools for maintenance tasks and perform renovations on municipal buildings and facilities.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a pdf to [resumes@dawsoncreek.ca](mailto:resumes@dawsoncreek.ca), **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

*The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.*