



*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 cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time HVAC Skilled Trades (313A, G1)

Job ID: J0926-0004

Department: Community & Operations

Branch: Facility Operations & Maintenance Services

Location: Consolidated Operations Depot

Posting Start Date: 2026/09/03

Posting End Date: 2026/09/24 by 4:30pm

Employment Group: 250

Salary Grade: 13 – \$39.08 - \$43.71 per hour

Standard Weekly Hours of Work: 40.00

Shift Work Required: Yes

Job Description

Under the direction of the Manager and/or designate, perform a variety of HVAC maintenance and skilled mechanical repair activities to support the safe, clean, efficient, and effective operation of facilities within the Facility Operations & Maintenance Services Branch, ensuring facilities are maintained in a condition that is fit for their intended purpose. The position performs inspection, preventative maintenance, troubleshooting, adjustment, calibration, repair, and servicing of HVAC, refrigeration, and related building systems in accordance with established procedures, applicable legislation, manufacturer requirements, industry standards, and safe work practices.

This position is part of the Facility Operations & Maintenance Services skilled trades team and works collaboratively with other skilled trades and maintenance staff. The incumbent may be required to provide assistance and support to other trades and maintenance staff, within the scope of their training, qualifications, competency, and applicable legislation, codes, standards, and safe work practices, to support effective and continuous facility operations.

Responsibilities:

- Operate, inspect, maintain, troubleshoot, adjust, calibrate, service, and repair heating, ventilation, air conditioning (HVAC), refrigeration, and mechanical systems, including but not limited to chillers, boilers, rooftop units, air handling units, exhaust and supply fans, cooling towers, heat pumps, pumps, variable frequency drives (VFDs), pneumatic and electronic controls, fire and life-safety systems, and associated building systems
- Diagnose equipment deficiencies and perform appropriate adjustments, repairs, or corrective maintenance to restore equipment to proper operating condition
- Perform refrigeration system maintenance and servicing activities, including system evacuation, purging, refrigerant recovery, charging, leak detection, and related

troubleshooting in accordance with applicable legislation, codes, manufacturer specifications, environmental requirements, and established safe work practices

- Perform system start-up, shutdown, testing, adjustment, and operational checks for HVAC and refrigeration equipment in accordance with manufacturer specifications and established operating procedures
- Maintain optimum environmental conditions within City of Oshawa facilities through the effective operation, monitoring, adjustment, and maintenance of HVAC equipment and computerized Building Automation Systems (BAS), where provided
- Monitor BAS and HVAC system operation, identify equipment or operating deficiencies, and make appropriate adjustments or recommendations to support efficient operation, occupant comfort, equipment reliability, and facility performance
- Perform electrical connections, testing, troubleshooting, and related electrical work associated with HVAC and refrigeration equipment, where permitted by the employee's qualifications, training, competency, applicable legislation, codes, and established lockout/tagout and safe work procedures
- Read, interpret, and work from mechanical, electrical, architectural, refrigeration, control, schematic, equipment drawings, diagrams, manuals, and specifications to support inspection, troubleshooting, maintenance, repair, and installation activities
- Set up, align, level, adjust, and verify HVAC and mechanical equipment and associated components to ensure proper operation and equipment performance
- Utilize appropriate diagnostic instruments, meters, gauges, testing equipment, and specialized HVAC/refrigeration tools to identify equipment deficiencies and verify system operation
- Perform functional testing and operational checks following maintenance, repair, replacement, or adjustment of HVAC and refrigeration equipment to verify proper operation and identify deficiencies requiring further corrective action
- Operate and maintain chemical feed systems and perform water testing and treatment to ensure applicable water systems remain within prescribed operating limits and applicable regulatory requirements
- Perform preventative maintenance inspections, testing, adjustments, troubleshooting, and repairs on HVAC, refrigeration, mechanical, and associated building systems in accordance with established maintenance schedules, manufacturer recommendations, industry standards, and legislative requirements
- Identify and document equipment and building-system deficiencies and bring deficiencies requiring further investigation, significant repair, or capital replacement to the attention of the Manager or designate
- Respond promptly to service requests, building complaints, and operational issues by identifying deficiencies and performing appropriate adjustments, calibration, troubleshooting, repairs, or coordinating assistance as required while maintaining positive and professional customer relations
- Perform shift inspections, preventative maintenance inspections, and other required facility inspections
- Complete and maintain operational logs, maintenance records, inspection reports, work orders, and asset-related documentation accurately and in a timely manner
- Validate and document the completion of maintenance and repair activities utilizing the City's work order and asset tracking systems
- Maintain accurate records of refrigerant usage, recovery, charging, leak detection, equipment servicing, and other applicable regulatory or maintenance information in accordance with established requirements

- Assist in the development and implementation of operating procedures, emergency procedures, preventative maintenance programs, and operational standards. Provide recommendations to the Manager or designate regarding maintenance practices and operational improvements
- Provide technical guidance, training, assistance, and support to maintenance staff regarding HVAC systems, building operations, fire and life-safety systems, equipment operation, troubleshooting, and safe work practices
- Work collaboratively as a member of the Facility Operations & Maintenance Services skilled trades team and provide assistance and support to other skilled trades and maintenance staff as operational requirements dictate. Such support shall be performed within the incumbent's training, qualifications, competency, and applicable legislative, regulatory, and safe work requirements
- Perform minor repairs and adjustments to plumbing, electrical, and mechanical systems where permitted by the employee's qualifications, training, competency, applicable legislation, codes, and established safe work practices
- Ensure all work is completed in accordance with applicable legislation, codes, regulations, manufacturer specifications, industry best practices, the City of Oshawa Safe Work Standards, Occupational Health and Safety legislation, and departmental quality standards
- Participate in hazard assessments, lockout/tagout procedures, confined-space requirements, and other applicable safe work practices and procedures
- Maintain professional standards and demonstrate appropriate conduct when interacting with City staff, contractors, vendors, facility users, patrons, and members of the public
- Review equipment repair history, maintenance records, and work-order information and provide relevant maintenance and equipment information to assist management with lifecycle costing, asset management, preventative maintenance, and capital replacement planning
- Assist the Manager or designate by identifying recurring equipment deficiencies, maintenance requirements, and potential replacement needs based on observed equipment condition and maintenance history
- Provide on-site technical support and monitoring of contractor work for approved repairs, maintenance activities, and capital projects, as directed by the Manager or designate, and identify deficiencies or concerns regarding contract scope, applicable codes, specifications, schedules, and safety requirements
- Report contractor deficiencies, scope concerns, delays, safety concerns, or other issues to the Manager or designate
- Assist with monitoring contractor work and provide relevant information to the Manager or designate regarding work progress and identified concerns
- Monitor inventory levels and request or obtain parts, materials, chemicals, equipment, and supplies as required to support facility operations and maintenance activities, in accordance with established procedures and delegated authority
- Obtain product and equipment information, Safety Data Sheets (SDS), and other applicable safety documentation. Coordinate product or equipment demonstrations where appropriate
- Maintain effective working relationships with staff, contractors, vendors, and facility users while consistently providing professional, courteous, and responsive customer service
- Provide operational and technical support to other City facilities and maintenance teams as required

- Participate in an after-hours on-call rotation as required to support continuous facility operations and respond to urgent HVAC, refrigeration, mechanical, building-system, and facility-related service requests
- Support and demonstrate the City of Oshawa's core values of Authenticity, Courage, and Trust
- Perform other related duties as assigned

Requirements:

- Possess a recognized Certificate of Qualification (C of Q) as a Refrigeration & Air Conditioning Mechanic (313A) and a Class 1 Gas Fitters License
- A minimum of five (5) years related experience in a centralized maintenance operation, including mechanical maintenance and repair, and chemical analysis. Trained and experienced in operating cooling and heating systems. Experienced in computerized environmental control systems
- 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 and Ozone Depletion Prevention Card, or willing to undertake such programs
- Ability to read and interpret schematic, mechanical, architectural and electrical plans combined with a working knowledge of drawings and specifications
- 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 reduced spaces. Capable of performing the work assigned in a safe manner so as to reduce labour costs without losing quality of work. Working knowledge of and ability to apply relevant safety policies, codes, standards and legislation (Ontario Occupational Health and Safety Act). First Aid is considered an asset
- 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 or with minimal supervision; personal qualities of reliability and co-operation
- Able to work overtime on short notice and to perform shift work necessary to fulfill the requirements of a seven-day operation
- Must be willing to serve on the Facilities Operations and Maintenance Services standby/on-call program
- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class "G"), a driver's abstract showing no demerit points, and the ability to pass the Corporation's tests for motor vehicle operation

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.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

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.