



JOB POSTING

Date: October 16, 2019

Competition: #19-75A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Building Maintenance Worker

Division: Facilities

Reporting To: Senior Manager, Facilities

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator – a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive applied educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

Summary:

This position provides maintenance services for JIBC owned and leased buildings and coordinates the work of specialty sub-contractors.

Primary Responsibilities:

Maintenance and Repair of Building Systems

- Heating, ventilation and air conditioning including direct digital control programming;
- Lighting controls, fixtures, lamps and related components;
- Fire alarm system including panels, pull stations, bells, heat and smoke detectors, fire extinguishers and stand pipes;
- Mechanical system including plumbing fixtures, boilers, chillers, heat pumps, Air Handling Units, DHW tanks and drain lines;
- Electrical Systems including actuators, control panels, and low voltage receptacles and switches;
- Security systems including CCTV, access controls, and intruder alarm system;
- Door systems and keyways, hinges, and locks;
- Walls, ceilings, floors, windows, millwork components including painting and patching;
- Changing filters, pulley belts on equipment;
- Building and grounds daily rounds;
- Light janitorial duties, as required.

Maintenance and Repair of Equipment and Furniture

- Cafeteria equipment including fridges, stoves and freezers;;
- Specialty equipment, e.g. gun range;
- Work station systems, chairs, tables and desks.

Statutory and Regulatory Inspections

- Monthly generator testing;
- Monthly fire alarm system testing;
- Monthly water quality and pressure testing;
- Monthly fire extinguisher testing;
- Monthly fire equipment inspection, hose cabinets, sprinkler system;
- Monthly emergency lighting and exit lighting testing and inspection;
- Monthly building roof inspection;
- Weekly waste water sampling and submittal to testing lab;
- Pre-trip vehicle inspection;
- Other required inspections, testing and monitoring.

Subcontractor Orientation, Supervision and Safety

- Conduct annual contractor orientation and training;
- Supervise onsite subcontractors to provide direction and confirm completion of work;
- Process work permits for hot works, roof access, etc.

Administration

- Responding to inquiries via email and completion of work orders;
 - Preparing reports regarding building maintenance and system performance, e.g. trend analysis;
 - Create design drawings for workstation and classroom set up;
 - Attending meetings and participating in procurement activities such as RFP evaluation.
- Performing other related duties, as required.

Qualifications & Requirements:

- 4th class Power Engineer certificate preferred;
- Experience in facility management and building operations required;
- Knowledgeable and trained in Delta Controls DDC required;
- WHMIS certification required;
- Working knowledge of computerized maintenance management systems (CMMS) required;
- Knowledge and experience with reading drawings, plans and schematic designs required;
- Ability to lift 50 lbs required;
- Knowledge of Word, Excel and Outlook required;
- Valid Drivers' License required.
- Strong interpersonal / customer service skills required.

Key behavioural competencies that will be assessed in the evaluation process include:

- Verbal/ Written Communication Skills
- Mechanical / Technical Skills
- Organizational and Prioritizing Skills
- Initiative
- Interpersonal & Customer Relation Skills
- Calmness Under Pressure

Additional Information:

- Please note this position will not be eligible for a modified work week

Salary Range: \$27.88 to \$29.86 hourly (based on a 35 hour work week)
(BCGEU Position – Salary Grid 16)

Posting Date: October 16, 2019

Closing Date: November 1, 2019

Start Date: ASAP

Please submit a resume and covering letter,
quoting Competition #19-75A to:

Human Resources

E-mail: hr@jibc.ca

For more information about this position, please
feel free to contact:

Dale Bradley, Senior Manager, Facilities Operations

604-528-5856 | dbradley@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

