Preventive Maintenance Mechanic

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Trades and Maintenance
Position covered by the Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 1334

Preventive Maintenance Mechanic
(Formerly Building Mechanic 4, Preventative Maintenance)

Physical Resources

Day Shift: 8:00 am – 4:30 pm

Hiring #: 2019-0108

Please read the Application Instructions [1] before applying

Reporting to the Manager, Maintenance Planning, the incumbent will be responsible for the preventive maintenance system and the Maintenance Department record keeping functions. Specific duties include: operating and maintaining the computerized preventive maintenance program for all maintenance operations on campus; maintaining the data base by entering new equipment, establishing required maintenance tasks and frequencies, deleting removed equipment, keeping historical records, and establishing time standards for various tasks; maintaining information and records, including drawings, building maintenance manuals, equipment information and other related information; maintaining the department’s equipment numbering system, including labeling individual pieces of equipment; working with Engineering staff and outside consultants to ensure compliance with University standards; administering the filter program by assisting in the tendering and purchasing processes and distributing filters across campus, while optimizing filter inventory; creating manuals for newly constructed buildings, to include all fan and pump listings, control printers, floor plans, safety showers, eyewash stations, timers, and related information; writing and modifying the preventive maintenance system to ensure equipment is protected and warranty conditions followed; and other associated duties as assigned.

Requirements of the position include: A grade 12 diploma, together with a relevant a one (1) – two (2) year Community College diploma, ideally in an HVAC Technician or Mechanical Technician program, and a minimum one (1) year – two (2) years’ progressive experience in the maintenance of large institutional buildings, or an equivalent combination of education and experience. A strong mechanical aptitude is required, as is a good understanding of building mechanical systems, their theory of operation and their various components; an exceptional ability to understand and repair a variety of building mechanical equipment; excellent verbal and written communication skills; excellent record-keeping skills, and the ability to effectively and efficiently operate the computerized preventive maintenance system, word processing and spreadsheet software, and other specialized software. A class “G” driver’s license is also required. As a condition of employment, any applicant from off-campus, if selected as the successful candidate, will be required to provide a satisfactory criminal reference check, at his/her own expense.

Position Number         817-012
Classification               CUPE Band 5
0-3 month rate            $26.75 per hour
Job Rate                     $28.16 per hour
Vacancy                      Original
Work Location             Based in Maintenance Building #1 and working at potentially any location on the University’s Guelph campus

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University
invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 02 27
Closing Date: 2019 03 06

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/preventive-maintenance-mechanic

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply