

JOB DESCRIPTION

Position:	Building Operator	Status:	Full-Time
Classification:	MOS 9	Date:	August 2019
Dept:	Facilities Management	Hours:	Per Collective Agreement
Reporting To:	Manager of Facility Operations	Group:	NSGEU - MOS

PURPOSE:

The Building Operator employee is responsible for Building Operations work including assisting trades personnel. As required, this position may be assigned to the heating plant.

SHIFT ROTATION:

When assigned to the heating plant, shift work may be required as the plant is operated on 24-hour day, seven days per week basis.

SPECIFIC RESPONSIBILITIES:

Building Operator employees may perform any one of, or a combination of, the following assignments:

- Ensure all activities are compliant with applicable legislation, regulations, codes and standards related to facilities operations as well as occupational health and environmental safety;
- Ensure all equipment and systems are operated in a safe and efficient manner;
- Be familiar with the general operation and maintenance of building systems including, but not limited to, HVAC, mechanical, electrical, plumbing and life safety.
- Perform a wide range of general building maintenance duties as assigned including, but not limited to, filter replacement, lamp replacement, drywall repairs, painting, flooring repairs;
- Perform preventative maintenance on building systems;
- Record equipment operating parameters and reports deficiencies to the Manager;
- May participate in 24/7 shift rotation to ensure coverage of the heating plant including operation of the furnaces and ancillary equipment;
- During off hour shifts (evenings, nights, weekends) respond to maintenance calls and make minor repairs using judgment as to when to contact Manager;
- Participate with other employees in moving equipment and/or staging for various campus events;
- Grounds maintenance including mowing lawns;
- Pick up exterior containers and shop garbage;

- Assist trades personnel with work assignments or projects according to skill level and training;
- Participate in campus snow clearance activities;
- May be assigned to work shift(s) in the heating plant;
- Other duties as assigned by the Manager.

WORKING CONDITIONS AND PHYSICAL EFFORT: Work involves exposure to elements as work may be performed outside or inside. Incumbent may be exposed to temperatures, dirt, dust, fumes, smoke, and/or loud noises.

- Considerable physical activity, including heavy lifting, pulling, pushing, walking, crawling, etc.
- The incumbent must follow all safety precautions and use personal protective equipment.
- Work may involve the use of a variety of tools.
- Physical work is a primary part of this position.

QUALIFICATIONS:

- High school diploma or GED.
- Three (3) to five (5) years' relevant experience.
- General building maintenance and/or trades related experience considered an asset.
- Current First Aid course, AED and CPR, or willingness to obtain, and re-certify as required.
- Demonstrated initiative to carry out job responsibilities with general direction, including good judgment skills.
- Demonstrated good work safety record with a good attendance record.

Building Operator

Date

Human Resources

Date