

JOB DESCRIPTION

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| POSITION: | MAINTENANCE ENGINEER | | |
| DEPARTMENT: | Facilities | UNION: | C.U.P.E. Local 543 |
| LOCATION: | Various | JOB CODE: | 543094 |
| HOURS OF WORK: | 40 | GRADE/CLASS: | 0.12 |
| SHIFT WORK REQ'D: | Yes | | |

DUTIES:

Reporting to the Supervisor, Facilities or designate, this position will be responsible for the operation and maintenance of all buildings and equipment within the scope of the Facility Operations Division. Checks humidifying, refrigeration, air handling units, electrical and gas systems. Checks fire protection equipment and all other building systems. Performs general maintenance service including lubrication, changing filters, belts and minor repairs. Will be required to drive van to various locations around the City of Windsor to perform maintenance and repairs. Must adhere to all applicable Codes, Acts and departmental policies and procedures. Must maintain professional relations with the public, non corporate staff and fellow corporate staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over three (3) years of experience working in construction/building maintenance (commercial/institutional or industrial);
- Must hold and maintain a current valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have had exposure to the operation of HVAC, electrical, boilers and general repair;
- Must have the ability to read and interpret construction drawings;
- Must have knowledge of the Provincial Occupational Health and Safety Act and other related Acts or Codes;
- Must possess effective oral and written communication skills as well as interpersonal skills;
- Must be willing to work all shifts and be willing to work 40 hrs from Monday to Saturday;
- Familiarity with the Microsoft Office Suite of Products such as Word, Excel and Access is an asset;
- The physical demands analysis associated with this job indicates a medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.