



POSITION DESCRIPTION

Position Title:	Building Services Technician	Position #:	FI620ONT.Tech Building Service
Department:	Facilities	Salary Zone:	T3
Revision Date:	November 2017	Manager's Title:	Manager, Facilities

POSITION SUMMARY: In accordance with established procedures, policies and available tools, the incumbent is responsible for performing ongoing maintenance, repair and upkeep ensuring reliable and efficient operations of three Burlington site buildings for 950, 970 Syscon Road and 5439 Harvester Rd. This will include operating and controlling the building automation heating and cooling systems as well as the provision of internal building support to all departments.

KEY RESPONSIBILITIES

1. Perform daily, weekly and monthly maintenance and inspections of HVAC systems including the trouble response to system alarms of the Siemens control systems.
2. Manage on-site contractors' time while ensuring completion of work and follow up of any deficiencies to manager.
3. Prepares trouble history logs for all equipment.
4. Submits technical queries and follows up with external contractors for warranty and building subcontracted services for timely problem resolutions.
5. Investigates and facilitates resolution to daily temperature setting changes and monitors overall building for air quality and comfort.
6. Completes on site inspection and performs repairs (as required) on fans, filters, belts motors sensors, valves, actuators, controllers, and lighting equipment.
7. Performs maintenance including repairs to walls, floors washroom equipment, furniture, lighting including lamp and bulb replacement.
8. Completes minor building renovations equipment moves as required including but not limited to painting, drywall, ceiling tiles, flooring, carpentry and assembly/configuration of work stations and offices.
9. May occasionally be required to coordinate and manage small building projects for specific departments including sourcing materials, costing, design and implementation of work.
10. Inspect lighting & exit signage, fire alarm panel preventative maintenance, secondary power and UPS preventative maintenance. Trouble management of commercial power distribution in building and standby systems.
11. Maintain, record, document and submit reports and logs of HVAC Halocarbon activity and annual leak test reports in accordance with the Federal Halocarbon Regulations Act from Environment Canada for the province of Ontario.
12. Process requests and tasks on Remedy Ticket system from staff and for building preventative maintenance and repair.
13. Monthly Non Load Generator testing in accordance with CSA
14. Participates as a member on the Joint Health and Safety Committee.
15. Responds to emergency calls on weekends and evening.
16. Daily building inspections include but are not limited to (seasonal) check entrances for ice and snow, clear as required, check HVAC chiller, boiler and glean building temperature with required adjustments.
17. Perform daily, weekly and monthly checks, inspections and tests in accordance to the Ontario Fire Code, tests are not limited to monthly alarm pull station tests.
18. Maintain and manage storage areas within buildings. Minimize debris and fire hazard potential
19. Repair as required to equipment at the warehouse facility.
20. Pickup and delivery of various warehouse material for 950 Syscon Rd.
21. Performs other duties as required.

22. As part of their work, employees must take all necessary measures to ensure their own health and safety, and that of their co-workers and the public in general. They must use available personal protective equipment at all times, and comply with all Health & Safety instructions, guidelines, policies and procedures issued by the Company.
23. To support Cogeco's ultimate goal of providing excellent service to current and potential customers, the incumbent must be constantly attentive and responsive to both external and internal customers' needs and assist in the resolution of any issues or concerns in a timely and professional manner while ensuring that the solution meets the customer's needs.

ESSENTIAL QUALIFICATIONS

ACADEMIC TRAINING

- College Diploma in relevant discipline or combination of equivalent education and work experience required.
- Working knowledge of HVAC and general maintenance experience.
- Formal recognized training in HVAC, Mechanical or Utility systems with Operator certification or Building Environmental Technician certification preferred

WORK EXPERIENCE

- Minimum 3 years experience working as a building technician required
- Experience coordinating with various contractors and vendors required.

SPECIFIC COMPETENCIES

- Strong mechanical aptitude
- Ability to troubleshoot, document repairs and methods of procedures
- Strong problem solving skills
- Understanding of basic facility mechanical and electrical Systems
- Understanding of operation and maintenance of Siemens or alike control systems
- Strong organizational and communication skills
- Valid Ontario drivers license in good standing

PHYSICAL DEMANDS AND VISUAL ACUITY

- Occasionally lifts objects up to 30 pounds.

NOC CODE : 7612

At Cogeco, diversity is an essential asset to our organization's performance. We are committed to providing equal opportunities to all qualified individuals, regardless of cultural and individual differences. We strive to build teams which reflects the diverse profiles and backgrounds of both the customers and communities we serve, firmly believing that this distinguishes Cogeco from competitors and contributes to our signature of excellence.