



## The Township of Oro-Medonte requires a Facility Maintenance Technician

The Township of Oro-Medonte is a picturesque and progressive municipality on Lake Simcoe with a population of 21,500 and a land area of 61,000 hectares that includes a number of settlement areas that continue to grow and urbanize. Oro-Medonte provides residents and visitors alike with unparalleled year-round recreational opportunities, unspoiled natural and agricultural lands and small town charm with the convenience of being just a short drive to Barrie, Orillia and the Greater Toronto Area. As one of Ontario's premier quality of life communities, the Township is committed to its strategic goals including: Preparing for Our Future, Fostering Safe and Inclusive Community Living & Business Growth, Modernizing Township Services & Supporting our Workforce.

The Township of Oro-Medonte is currently seeking applicants for the full time position of “**Facility Maintenance Technician**”. Applicants will be considered in accordance with the terms outlined in the Collective Agreement.

Reporting to the Supervisor, Facilities & Parks, the Facility Maintenance Technician is responsible for responding to planned and unplanned building maintenance and repair needs and work requests as well as special project coordination as assigned (i.e. capital upgrades, facility renovations etc). Working under the direction of management, the Facility Maintenance Technician is also responsible for complex system troubleshooting and repair of mechanical, plumbing, security and building envelope components.

The applicant must possess a high school diploma or equivalency with a minimum of five years' directly related experience. Preference will be provided to those with certified trade license(s), a professional designation such as IFMA-CFM or PMP and/or diploma in building/architectural sciences. . Strong knowledge of all facets of facilities, building systems and controls (mechanical, HVAC, Life Safety, Electrical, Plumbing and/or Security) is required. The successful applicant must hold and maintain a valid Class “G” license. , shall be knowledgeable of the related Acts/Regulations including but not limited to Ontario Health and Safety Act, WHMIS and be available to work flexible hours including days, evenings, weekends and holidays in a variety of environmental conditions.

The successful candidate must be able to provide a Vulnerable Sector Screening and Drivers Abstract satisfactory to the Township.

This bargaining unit position offers a salary commensurate with experience and education with a salary range of \$26.85 to \$32.27 per hour (2022 grid), plus a competitive and attractive benefit package. Please address your resume to the attention of **Tamara Obee CHRL, Director, Human Resources**, and deliver by **12:00 noon, Wednesday, December 7<sup>th</sup>, 2022**.

**Township of Oro-Medonte**  
148 Line 7 South, Oro-Medonte, ON L0L 2E0  
Phone (705) 487-2171 Email: [careers@oro-medonte.ca](mailto:careers@oro-medonte.ca)

**A detailed job description is available on our website [www.oro-medonte.ca](http://www.oro-medonte.ca)**

*The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.*

**POSITION TITLE:**

**FACILITY MAINTENANCE TECHNICIAN**

**PERFORMANCE CRITERIA AND JOB DESCRIPTION**

**STATEMENT:**

The Facility Maintenance Technician is responsible for responding to planned and unplanned building maintenance and repair needs and work requests as well as special project coordination as assigned (eg capital upgrades, facility renovations etc). Working under the direction of management, the Facility Maintenance Technician is also responsible for complex system troubleshooting and repair of mechanical, plumbing, security and building envelope components.

**REPORTS TO:**

Supervisor, Facilities and Parks

**PERSON REPORTING TO INCUMBENT:** None

**RESPONSIBILITIES:**

- a) Responsible for performing independently and efficiently the day to day duties to uphold maintenance standards for municipal facilities and assets according to applicable Provincial legislation, Municipal by-laws and policies;
- b) Monitor and prioritize work orders for routine and preventative maintenance in municipal facilities as per the preventative maintenance programs, including building systems and equipment (heating, cooling, domestic water, electrical, plumbing, security, fire & safety systems, etc.) carry out minor carpentry, plumbing, mechanical drywall/painting repairs; troubleshoot and coordinate with external contractors to address the same;
- c) Perform routine preventative maintenance and security and safety inspections as scheduled on building-related issues, and identify components requiring maintenance or repairs outside the normal schedule. Makes recommendations to Management on development and updates to preventative maintenance plans, asset management plan, budget plans and assists in updating and maintaining facility maintenance policies and procedures;
- d) Provides design input into facility projects, assessed the need for outside expertise or contractors, arrange contractors attendance on site, gauge costs, acquire approval to proceed, coordinate the work keeping Management and team fully apprised;
- e) Schedule contractors as required, ensuring compliance with ESA, building code and other regulatory requirements, and assist in review and establishment of service agreements;
- f) Work with management, users, consultants, vendors, and contractors to coordinate projects as assigned ensuring management is kept fully informed, schedule and quality are monitored and the project is documented appropriately;

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- g) Prioritize/action all Workplace Safety Inspection Reports relating to facility maintenance, building systems for assigned facilities;
- h) Traveling to Township facilities as required, performing facility and or property maintenance and inspections as requested documenting and bringing any issues to management for resolution;
- i) Work with Parks and Facility Operators and Facility Maintenance Custodian to help share knowledge, conduct prioritized maintenance, repairs and complete projects;
- j) Service, maintain and test all emergency power, and life safety systems including fire inspections; assist with fire drills as required;
- k) Maintain maintenance records and all related manuals related to assigned facilities and building systems/components;
- l) Assist with the Township's Energy Management Plan and makes recommendations to manage usage, identify energy saving opportunities, conserve consumption and reduce carbon emissions;
- m) Responsible for the proper safety and care of equipment, including use of light and medium duty trucks, and some heavy equipment, small power tools. Follows the established reporting procedure to report unsafe equipment or hazardous situations to eliminate breakdown and safety hazards;
- n) Maintains inventories of departmental supplies, ensuring adequate quantities are available. Ensures that all products are labeled and safely stored in accordance with WHMIS standards and supplier's information. As approved, will purchase materials, supplies and equipment according to departmental needs and budget limitations, following purchasing policy;
- o) Responsible for providing emergency assistance (First Aid/CPR and emergency evacuation) when required;
- p) Provides a high level of customer service in all interactions with all stakeholders;
- q) Will be required to work outside normal business hours including shifts, weekends, holidays, and overtime in emergency situations, in various environmental conditions, as per the Collective Agreement;
- r) The position of Facility Maintenance Technician is a physically strenuous position, which includes but is not limited to: lifting, carrying, shoveling, raking, sweeping, bending, and the use of various equipment and supplies. Must have the ability to lift and carry objects weighing up to 50 lbs., and the ability to climb, stoop, crawl and bend in all types of weather;
- s) Maintain clean and orderly work areas and promote safe work practices and comply with requirements of health and safety legislation and policies. Participate in the Township's Health & Safety Program, wear & maintain personal protective equipment as required, approved and issued; report any incidents, accidents or hazards to the Supervisor;

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- t) Develops and maintains effective relationships with other departments. Undertakes representative duties as Building Facility Technician with the community, inter-municipally and provincially as required/directed; and acts as an “ambassador” for the Township supporting and championing corporate goals and decisions in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times;
- u) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, organizational theory and practices relating to the functions of the department in order that professional competence is maintained;
- v) Other duties as may be assigned by the Management Team.

### **COMMUNICATION:**

- a) Strong English oral and written communication skills in dealing with Senior Management, Council, staff, the public, Township consultants and other agencies as required in performing responsibilities;
- b) Communicates in a manner representative of the Township’s values while fostering engagement, empowerment, innovation and accountability;
- c) Develops effective communication systems to residents are provided with timely, relevant and accurate information;
- d) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act and Municipal Policy;
- e) Enlist the co-operation and support of fellow employees and to foster a feeling of pride and loyalty to the Corporation and the Public with a positive attitude.
- f) Possesses a good understanding of Department related problems and has an appreciation of Township Policies, Practices and Responsibilities including but not limited to Smoking in the Workplace; Respect in the Workplace and Accessibility Standards for Customer Service;
- g) Deal effectively and tactfully with the general public in receiving, directing and relaying any concerns to the appropriate staff member.

### **KNOWLEDGE:**

- a) A minimum Grade 12 education or equivalency;
- b) Strong knowledge of all facets of facilities, building system and controls (Mechanical, HVAC, Life Safety, Electrical, Plumbing, Security acquired through 5 years of directly related experience and/or a diploma or certificate in building sciences, architecture, or related skilled trade, with preference to those with certified trade licenses and or professional designation such as IFMA - CFM, or PMP;
- c) Knowledge of Auto Cad and reading understanding drawings and plans;

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- d) Strong understanding of policies and related legislation and ability to consider cause and effect in troubleshooting to determine best course of action;
- e) Thorough knowledge of the Occupational Health and Safety Act and WHMIS and working knowledge of building, electrical and fire code;
- f) Ability to perform work functions with minimal supervision and under pressure;
- g) Must hold and maintain in good standing the appropriate motor vehicle (G) license classification as outlined by government regulations; Class D would be an asset;
- h) Must have a sound knowledge of operating light and heavy equipment and power tools safely and efficiently;
- i) Willingness to attend job related educational courses, seminars, etc. as required;
- j) Proficiency of Microsoft office, email, Building Automation Systems, and work order and internet applications. An understanding of GIS an asset;
- k) Strong interpersonal and communication skills, with the ability to work well with internal and external customers, trades and management;
- l) Excellent organizational and time management skills with an ability to learn and operate in a fast paced, multi-functional environment where priorities change regularly.

### **PERFORMANCE STANDARDS:**

The Facility Maintenance Technician shall meet the level of satisfactory performance in each of his/her responsibilities:

#### **Quality of Work**

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

#### **Quality of Performance**

- b) Frequency of errors, efficient use of resources, excellence of workmanship;
- c) Failure to perform duties effectively could result in a lack of a clean and safe environment with potential to adversely affect the image of the Township and exposure to liability.

#### **Attitude**

- d) Must have a keen interest in working in a team environment and have excellent internal and external customer service abilities.
- e) Must be resilient and convey a positive influence towards the Operations and Community Services Department, other staff, Senior Managers, Council and external stakeholders, and maintain a positive work environment that promotes teamwork and collaboration.

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### **Dependability**

- f) Shall assure one's own reliability, punctuality and attendance.

### **Initiative**

- g) Works conscientiously, using resourcefulness and ingenuity to make sound decisions, and continuously seeks to improve processes by recommending operational improvements, cost and work efficiencies to further the business of the Corporation, striving for continuous improvement and excellence in service delivery.