

BUILDING SYSTEMS TECHNICIAN

PURPOSE:

This position performs a variety of tasks required in the construction, repair and maintenance, and day to day operation of Carlton Comprehensive High School, including the assignment of tasks to Carlton caretakers and tradespersons.

This position reports directly to the Maintenance Manager and indirectly to the Superintendent of Facilities.

DUTIES AND RESPONSIBILITIES:

- ⇒ Perform maintenance of mechanical, electrical, control, and other building automated systems.
- ⇒ Participate in preventative maintenance programs.
- ⇒ Ensure relevant and updated mechanical procedures are undertaken.
- ⇒ Maintain HVAC equipment with assistance of Journeyperson where required.
- ⇒ Assist other maintenance personnel when and where required to do so.
- ⇒ Responsible for start up of seasonal equipment including but not limited to air conditioners, boilers, and irrigation systems.
- ⇒ Service, repair, and maintain boilers, pumps, and other associated mechanical equipment.
- ⇒ Perform chemical testing on circulating liquids such as pool water and boilers.
- ⇒ Troubleshoot and find functional solutions using testing devices.
- ⇒ Service plumbing fixtures and piping.
- ⇒ Requisition equipment, parts, and materials required to perform daily tasks.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Supervise, assign, direct, and review the work of the school maintenance/caretaking staff.
- ⇒ Train and instruct new employees as required.
- ⇒ Facilitate communication with school administration and staff.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Grade 12
- ⇒ Building Systems Technician Certificate or equivalent
- ⇒ First Aid / CPR

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ 5th Class Power Engineering Certificate
- ⇒ Refrigeration Operators Certificate
- ⇒ Must possess and maintain a valid driver's licence

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Excellent leadership, communication and organizational skills
- ⇒ Demonstrated knowledge of the standard methods, materials, tools, and practices of plumbing, HVAC, refrigeration systems, building automation systems, and related trades.
- ⇒ Ability to read and interpret blueprints and specifications.
- ⇒ Ability to operate building automation systems designed to control facility environments.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to use testing devices for troubleshooting purposes.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to plan, organize, train, and supervise when required.
- ⇒ Excellent listening skills and ability to maintain a positive attitude.
- ⇒ Superior time management skills and multitasking skills.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.