



CUPE JOB DESCRIPTION

WORKING TITLE: Senior Facilities Attendant – Mechanical

DATE PREPARED: September 21, 2007

DEPARTMENT: Facilities

UPDATED: July 2018, April 2021

POSITION STATUS: REGULAR FULL-TIME

LOCATION: Cranbrook Campuses

POSITION NUMBER: 035

SUMMARY OF RESPONSIBILITIES

Reporting to the Director of Facilities, this position is responsible for the overall maintenance of mechanical systems and as a team player to maintain the facilities with care for the safety and comfort of the occupants. The position is responsible for providing operational assistance and support to the Director, Manager, Facilities Maintenance Coordinator, the facilities department and staff. This position may act as a liaison with Consultants/Contractors on behalf of the Manager or Director.

KEY DUTIES & RESPONSIBILITIES (*list the key 7 – 10 in descending order of importance*)

1. Responsible for the ongoing and preventative maintenance and repairs to building and facility plumbing, mechanical equipment, and associated systems within the Cranbrook campuses.
2. Responsible to assist contractors or carry-out upgrades and applicable testing to building plumbing and mechanical equipment.
3. Responsible for determining the priority of assigned incoming plumbing and mechanical equipment related work orders.
4. Responsible for reviewing plumbing and mechanical equipment system concerns to recommend if work can be completed by Facilities Staff or a contractor needs to be called in.
5. Responsible for keeping accurate logged records related to the building and facility mechanical equipment and associated systems.
6. Responsible for troubleshooting on plumbing and mechanical equipment.
7. Responsible for lock-out and isolation procedures of mechanical equipment and processes
8. Responsible for repairing and maintaining; plumbing, piping system and hardware components of the mechanical system
9. Responsible for the chemical balance for heating and cooling fluids, and both domestic and utility water quality.
10. Assist with snow removal and general maintenance of facilities; e.g., erecting signs and bulletin boards, changing light bulbs, etc.
11. Maintain general tidiness of work area and cleanliness of the facility
12. Ensure compliance with Technical Safety BC, regulations and applicable codes,
13. Respond to evening and weekend facility-related concerns, including intrusion and fire alarms.
14. Assist with setting up classrooms and gym for exams, graduation, and special events.

The above statements are a general description of the principle functions of the position and are not a detailed description of all the work requirements that may be part of the job.

DECISION MAKING

- Responsible for determining the priority of assigned incoming work orders while keeping in mind the safety of all concerned.
- Trouble shooting plumbing and mechanical systems to determine if work can be completed by Facilities or a contractor needs to be called in

POSITION RELATED QUALIFICATIONS – EDUCATION AND EXPERIENCE

- Completion of Grade 12 or equivalent
- Red Seal Interprovincial Ticket in Plumbing, Millwright, or Refrigeration Mechanic OR 4th Class Power Engineer certificate
- Class 5 BC Driver's License

POSITION SPECIFIC WORKING CONDITIONS and ENVIRONMENT, SAFETY REQUIREMENTS

Physical and Mental Effort:

- Heavy lifting-50 lb boxes of paper delivered throughout the College, bookstore and library
- Moving office furniture
- Climbing ladders to complete repairs in ceilings
- Shoveling snow, sand during snow removal
- Using power tools
- Setting up and working from scaffolding in various locations
- Operating snow removal equipment

Work Environment:

- Subject to extreme temperatures (indoors and out) while working on a roof as well as changing filters
- Subject to noise while running equipment
- Some travel required to pick up and deliver parts in town and to outlying campuses
- Subject to dust, confined spaces, heights and live electrical equipment, chemical vapor

Safety Requirements:

- Protection against shock and burn, hearing, vision, respiratory, and thermal protection needed
- Requires knowledge of safe use of hand tools, safe use of mobile equipment (loader, truck, etc)
- Requires steel toed boots, safety glasses, hearing protection
- Extreme caution to be taken while working on certain mechanical or structural equipment or systems

COLLEGE OF THE ROCKIES RECRUITMENT SPECIFICATIONS

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Formal Education: - Grade 12 or equivalent - Red Seal Interprovincial ticket in Plumbing, Millwright, Refrigeration or 4 th Class Power Engineering	Approved Facility Maintenance Designation ex. BOMI, APPA
Related Work Experience: - At least five (5) years of related experience is preferred in an educational facility or similar larger commercial or industrial complex.	Eight (8) years of related experience in a similar large facility
Problem Solving and Complexity: - Ability to work without direct supervision and prioritize tasks	
Computers/Technology/Specialized Equipment: - Working knowledge and experience with gas detection equipment, pressure regulating equipment, testing equipment, Direct Digital Control systems, -Class 5 BC Driver's License	Working knowledge and experience with Intrusion and Security systems
Communication and Interpersonal Skills: - Effective written and oral communication skills - Capable of dealing with a variety of internal and external individuals with tact and diplomacy	

REVIEWS and APPROVALS

EMPLOYEE SIGNATURE:	DATE:
The employee signs off the job description during final review/discussion with the manager/supervisor.	

MANAGER/SUPERVISOR SIGNATURE (APPROVAL):	DATE:
The manager/supervisor signs off (approves) the job description after final review/discussion with the employee.	