

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	FACILITIES MAINTENANCE COORDINATOR
JOB NUMBER	3104
NUMBER OF POSITION/S	1
NOC CODE	0721
CLOSING DATE	2018-01-15
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	35
HOURLY WAGE RANGE	\$32.00 - \$42.00
JOB TERMS	Full time
JOB DESCRIPTION	<p>Under the general supervision of the Supervisor of Facilities Maintenance, the Facilities Maintenance Coordinator is responsible for planning and implementing maintenance and modification work to mechanical, electrical, carpentry, and HVAC systems, as performed by Facilities Maintenance skilled trade staff. The Coordinator is also responsible for managing facility-related construction and modification projects, administering service contracts, developing maintenance performance standards and process improvement, and supervising trades and non-trades staff.</p>
JOB DUTIES	<ul style="list-style-type: none"> <li>- Supervise trades and non-trades staff in the performance of Facilities maintenance and HVAC system work assignment.</li> <li>- Plan and implement work assignment to be performed on mechanical, electrical, carpentry, and HVAC systems, by trades and non-trades Facilities Maintenance staff to ensure the most efficient and effective use of resources.</li> <li>- Develop and administer facility related service contracts</li> <li>- Develop and manage facility related construction and modification projects</li> <li>- Develop and administer maintenance performance standards to improve the efficiency and effectiveness of work scheduling and the safety and quality of work performed.</li> </ul> <p>develop and administer improved procedures and preventative maintenance schedules on facilities equipment to improve labor utilization and equipment.</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> <li>- Grade 12, or equivalent combination of training and experience</li> <li>- Certified Journeyman on a trade related to building services such as Industrial Mechanic, Electrician, or a Carpenter with a valid Inter-provincial Red Seal Certificate or Certified Engineering Technologist</li> <li>- Demonstrated ability to make sound management decisions and recommendations</li> <li>- Demonstrated ability to work effectively with staff at all levels, outside agencies and the public.</li> <li>- Working knowledge of the collective agreement with the Amalgamated</li> </ul>

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<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	<p>Transit Union and divisional policies and practices.</p> <ul style="list-style-type: none"> <li>- Demonstrated ability to express ideas clearly and concisely, both orally and in writing.</li> <li>- Demonstrated ability to build efficient and effective teams</li> <li>- Demonstrated ability to analyze available information and develop efficient and effective work schedules for staff.</li> <li>- Demonstrated ability to read and interpret building drawings, codes and wiring diagrams and estimate material and manpower requirements.</li> <li>- Demonstrated superior attendance, performance and safety, with the ability to remain on call to deal with emergency situations on a regular basis.</li> <li>- Must be proficient in the use of MS Office</li> <li>- Must develop working level proficiency with PMS asset management software, MS VISIO and Metasys Johnson Controls</li> <li>- Must develop working level knowledge of Organization Facilities and facility operational requirements necessary to ensure that Transit operations are maintained under circumstance within six months.</li> </ul> <p>Conditions of Employment:</p> <ul style="list-style-type: none"> <li>- Must possess and maintain a valid Manitoba Class 5 driver's licence in good standing.</li> <li>- Must complete foreman-ship training within specified time line agreed upon with management</li> </ul>
<b>OTHER DETAILS</b>	Applicants may be required to undergo testing to determine their knowledge, abilities, and skills as they relate to the qualifications of the position
<b>APPLICATION PROCESS</b>	<p>Send targeted resume</p> <p>Apply through your CC</p>
<b>APPLICATION DETAILS</b>	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
<b>JD</b>	Norm Mayer