



Town of Edson
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www.edson.ca

Competition #EDSOU-18

August 1, 2018

We are growing!! The Town of Edson has a vacancy for a full-time position of Facility Maintenance Operator. We are looking for an experienced, self-motivated individual who can keep our facilities in tip-top shape! Located in the “Heart of the Yellowhead”, there are plenty of activities and resources for you and your family to enjoy! Ready for a change? Then come join our team and discover for yourself how rewarding a career with the Town of Edson can be!

EMPLOYMENT OPPORTUNITY FULL TIME FACILITY MAINTENANCE OPERATOR

TOWN OF EDSON Facility Maintenance Operator – Community Services

Applications will be accepted by the undersigned from qualified employees for a full time, permanent position of Facility Maintenance Operator, until 4:00 pm August 17, 2018 quoting competition #EDSOU-18.

Duties & Responsibilities:	As per attached job description
Hours of Work:	7:30 am – 4:00 pm normal working hours; After hours coverage in some situations
Term:	Full Time, permanent
Rate of Pay:	Wages as per current C.U.P.E. Local 2838 contract
Note:	Competency testing will be a part of the interview process.

Human Resources, Town of Edson
humanresources@edson.ca

Attach.

POSITION: Facility Maintenance Operator

Department Head: Director of Community Services
Immediate Supervisor: Facility Maintenance Manager

General:

Reporting to the Facility Maintenance Manager this position is responsible for maintenance and care of all Town of Edson public and recreational facilities including but not limited to mechanical, heating and ventilation, plumbing systems.

Position Duties:

- Maintain Town facilities to the standards that will provide safe, long-term viability for internal and external users.
- Ensure that facility inspections are conducted and that timely repairs and regular maintenance is performed.
- Ensure that all maintenance is conducted in accordance with established policies and procedures.
- Ensure that quotes received from contractors are in compliance with the Town's purchasing policy.
- Oversee the required maintenance and repairs associated with the contracted work.
- Receive and respond to complaints and special action requests in manner that exemplifies excellence in customer relations.
- Utilize a digital system to track and schedule preventative maintenance and asset replacement.
- Maintains equipment and tools utilized in the performance of section tasks.
- Is available after hours or on call to provide assistance as required by the Facility Maintenance Manager.
- Perform other duties as assigned by the Facility Maintenance Manager.

Health and Safety:

- Actively participate in Formal Workplace Inspections in area of responsibility
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program
- Follow all Safe Work Practices and Procedures
- Immediately report any unsafe conditions, potential work hazards or incidents to Supervisor

Position Requirements:

- Journeyman Certification or other education in relevant Building and Maintenance disciplines, would be considered an asset.
- Grade Twelve Diploma or equivalent.
- Carpentry, electrical and HVAC maintenance repair knowledge and troubleshooting abilities with a minimum of two years' experience in facility maintenance.
- Must possess valid Class 5 Driver's license with a clean driver's abstract.
- Must be physically able to perform the manual duties of the position.
- Power Engineering 4th Class certification, would be an asset.

Level Requirements:

Level I

* As per position requirements.

Level II

* One year of position service with the Town of Edson or two years of related experience.

Level III

* Two years of position service with the Town of Edson or four years of related experience.

Level IV

* Three years of position service with the Town of Edson or six years of related experience.

NOTE: Equivalencies and related experience shall be determined by Management

		Prob	Level I	Level II	Level III	Level IV
Facility Maintenance Operator	2018	\$ 29.15	\$ 29.75	\$ 32.74	\$ 34.05	\$ 35.07