

**Position:** Maintenance I (NSGEU Local 170)

**Department:** Facilities Management

**Salary:** Probationary Rate: \$22.00  
Regular: \$22.50

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Founded in 1802, Saint Mary's University is one of Canada's oldest and leading institutions of higher learning and has evolved into a vibrant and engaged community of students, faculty, staff, and alumni from more than 100 countries around the world. Saint Mary's University is home to one of Canada's leading business schools, a science Faculty widely known for its cutting-edge research, a comprehensive and innovative Arts Faculty and a vibrant Faculty of Graduate Studies and Research.

The **Maintenance I** works under the supervision of the Maintenance & Operations Manager and the direction of the Lead HVAC Technician. The **Maintenance I** provides general maintenance service in terms of monitoring and maintaining the HVAC, heating and cooling systems, and associated equipment, snow removal, welding, chiller, and cooling tower maintenance, and controls maintenance.

**Duties as the Maintenance I include, but are not limited to:**

- Performing PM (preventative maintenance) routines and performing trouble-shooting and repairing to HVAC heating and cooling systems, and associated equipment.
- Working closely with any outside agency that is required to perform work on the above noted systems and using any such collaboration to enhance knowledge and trouble-shooting expertise.
- Assisting the Controls Technician in performing preventative maintenance for the HVAC controls system.
- Establishing a good working knowledge of all HVAC, heating and cooling schematics, drawings, and control logics within the complex.
- Assisting other maintenance staff in PM, trouble shooting, and repair of refrigeration, HVAC, heating, cooling, and control systems, and associated equipment.
- Assisting Boiler Operators clean and maintain the boilers, steam traps, chillers, and cooling towers.
- Responding to heating and cooling calls and making adjustments and recommendations.
- Performing miscellaneous welding.
- Performing air-balancing checks to verify operation and makes adjustments as necessary.
- Performing snow removal and ice control and maintain log.
- Attending training sessions to keep up with technological changes in HVAC systems.

To be the successful **Maintenance I** you will have graduated from technical or trade school, or possess a 4<sup>th</sup> class Stationary Engineering Ticket, in addition to two (2) years experience in a related mechanical field in a maintenance environment. In addition to a general working knowledge of HVAC, and heating and cooling systems in a large facility, the successful candidate is able to weld and work with mechanical tools and equipment. The ability to work alone and complete tasks with minimal supervision is essential. In addition to a proven ability to work in a team environment with a common goal, the successful candidate is an individual able to communicate and interact effectively in a positive manner while maintaining positive working relationships with others and delivering quality service.

***Shift differential applied to evening and night shift in accordance with the collective agreement.***

**Hours of Work:**  
8:00 AM to 4:00 PM

**Days of Work:**  
Monday – Friday

**Apply for this opportunity by submitting your cover letter and resume to:**

**Jennifer White, Human Resources Officer**

**Room MS 114**

**T: 902-420-5563 F: 902-496-8116 E: [jennifer.white@smu.ca](mailto:jennifer.white@smu.ca)**

***Please include the names of three professional references.***

**Competition Opens: October 5, 2017**

**Competition Closes: October 16, 2017**

*Saint Mary's University hires on the basis of merit and is committed to the principles of employment equity. Saint Mary's University encourages applications from qualified women, visible minorities, Aboriginal people, and people with disabilities. Preference will be given to Canadian citizens and permanent residents of Canada. Saint Mary's University thanks all applicants for applying. Only those selected for interviews will be contacted.*

***Saint Mary's University promotes a scent free environment and is proud to be tobacco-free as of September 1, 2013***