

JOB OPPORTUNITY 2019 -

Title: HVAC Supervisor
Location: Cornwall Centre, Regina Saskatchewan
Reporting To: Operations Manager, Cornwall Centre
Scheduled Hours: 40 hours per week, (Schedule may include weekends and evenings)

Role Summary

Under the supervision of the Operations Manager, this position will perform a variety of skilled HVAC maintenance and operational assignments. The successful candidate would be responsible for the supervision of a minimum of one HVAC worker. In the early part of employment, you will receive routine tasks and responsibilities under supervision as you become familiar with the facility and its building systems. As you demonstrate greater site knowledge, assignments and responsibilities of increasing difficulty will be assigned within your technical skill set.

The position will be responsible for the daily operation and routine maintenance of all HVAC systems. The HVAC Supervisor will undertake, perform, coordinate and supervise specialized service providers in the performance of repairs, maintenance and adjustments to the building's Heating Ventilation Air Conditioning (HVAC). Requires mechanical hands on experience, theoretical knowledge and experience in electrical power and motor control circuits and plumbing to ensure a safe, efficient and comfortable environment for building occupants.

Key Responsibilities

- Assist in identifying and developing more efficient building operating procedures, trouble shooting protocol, safe work policies and standards.
- Assist with the maintenance and control of wet and dry sprinkler systems.
- Co-ordinate with the Security Department, monitoring company and contractors in draining and refilling sprinkler systems as required
- Be available for emergency call out response and assistance,
- Assist with creation of budgets, variance reporting, forecasting, future year budgeting, issuing of purchase orders and project management of upgrade projects,
- Other duties as assigned by Operations Manager.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- Hold a valid 4th Class Steam Engineers Certificate, or equivalent and a minimum of 5 years of directly related building maintenance experience,
- Mechanically inclined with the ability to operate, perform preventative maintenance on and trouble shoot HVAC, electrical, fire alarm panels, sprinkler systems, emergency power generators, plumbing, etc. Understand specifications and related system drawings,
- Familiar with automated preventative maintenance programs and has basic computer skills.
- Familiar with Provincial Health & Safety Legislation (i.e. WHMIS, Occupational H&S Act).
- Physically fit enabling reasonable lifting, pushing, pulling, climbing, walking,
- Ability to work independently on assigned tasks and with other team members.
- Ability to prioritize and organize workload,
- Good interpersonal and communication skills dealing with tenants, team members, service contractors and suppliers,
- Ability to work a 40-hour week;
- Must be bondable and able to present a clean criminal clearance check,
- Fluent in English

WORKING CONDITIONS:

- Occasionally lift and move heavy objects 50 pounds or more.
- Work in small cramped areas such as ceiling spaces.
- Work in a variety of weather conditions with exposure to outdoor elements.
- Work at heights greater than 10 feet, on ladders and lifts,
- Climb ladders and stairs daily to reach work areas.
- Perform building inspections and identify deficiencies, repair within skill set,
- Environmental demands require exposure to fumes, odors, dust, gases, and solvents,
- Ability to work in confined and low headroom space,
- Ability to work independently or within a team

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than September 20, 2019 to:

**Cornwall Centre Administration Office 202-
2114 11th Avenue
Regina SK S4P 0J5
Attention: Darren Renner,
Operations Manager
Fax: (306) 352-7727
Email: darren.renner@cushwake.com**