

Posted: July 29, 2022
Closed: August 5, 2022



JOB POSTING

OPL #15-2022

Mechanical Custodian

Permanent, Full Time

Under the direction of the Manager, Building Operations and Health and Safety. This position performs mechanical checks, repairs and cleaning; fabricates non-mechanical items, responds to calls for special maintenance service at all branches. Maintains the library buildings and property, setting up the auditorium and other areas for special events, painting and repairing items and areas, delivering mail, answering alarm calls and helping with security of library facilities. Makes deliveries to other branches and other locations as required.

Job Title: Mechanical Custodian
Hourly Rate: \$38.04 per hour
Reports to: Manager, Building Operations and Health and Safety
Hours: 35 hours per week. This position requires evening and weekend work.

General Description of Duties:

This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

1. Provides pro-active customer service.
2. Perform routine mechanical checks, inspections, repairs and cleaning of boilers, plumbing, and HVAC equipment.
3. Maintain all safety equipment, fire alarms, fire extinguishers, sprinklers and emergency lighting.
4. Maintain supplies and service parts inventory as needed for mechanical operations
5. Fabricate non-mechanical items as requested.
6. Work on renovations and modifications to building furnishings and fixtures
7. Paint and repair facilities and equipment at all library locations.
8. May assist in preparing the maintenance staff schedule.
9. Supervises Maintenance pages in concert with the manager.
10. Respond to staff requests for minor repairs or help with maintenance tasks as directed.
11. Clean and maintain the library buildings and property.
12. Set up auditorium, boardroom and other areas for various functions.
13. Assist with security of library facilities including alarm call outs after hours.
14. Keep grounds and sidewalks safe and dry.
15. Performs deliveries as directed.
16. Other duties as assigned.

Skills and Abilities required:

1. Strong customer service ethic.
2. Computer, proficient in the use of software currently in use in the work area.
3. Advanced knowledge of electrical and mechanical operating systems.

4. Advanced knowledge in the operation of boilers, plumbing, air conditioning, alarm (burglar, fire, etc.) and air handling systems.
5. Knowledge of routines as they pertain to daily building and premises maintenance.

Physical Skills and Working Conditions:

This position requires mechanical skills, lifting, pushing, climbing, working with power tools, handling chemicals, exposure to unsanitary conditions, dealing with difficult customer behaviour.

Required Qualifications & Education:

1. Ontario Secondary School diploma or equivalent.
2. Formal facilities maintenance education with emphasis on facility electrical and mechanical system maintenance; or equivalent education and knowledge, plus a minimum of three (3) years relevant experience.
3. Must have a valid Ontario Driver's G License.
4. A Criminal Record Check.
5. CPR/First Aid certification is required.

Workplace Vaccination and Verification Policy

The Oshawa Public Libraries is committed to ensuring the health and safety of all members of its workforce and broader City of Oshawa community. All Library employees, students, volunteers and new employees will be required to be fully vaccinated against COVID-19 as a condition of employment by the Library, not withstanding any accommodations required under law.

Diversity, Equity and Inclusion

The Oshawa Public Libraries is committed to a barrier-free recruitment and selection process. We uphold our values of diversity, equity, inclusion and anti-racism in the delivery of our services and in our workplace. The Oshawa Public Libraries encourages applications from all applicants, including members of groups with historical employment barriers to equity, this is including but not limited to, Indigenous, Black and Racialized Groups, People with Disabilities, Women and Persons within the 2SLGBTQ+ community.

Accommodation

The Oshawa Public Libraries is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Should you require Code-protected accommodation, through any stage of the recruitment process, please make them known when contacted by Human Resources. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

Interested applicants are requested to submit a current resume and cover letter to hr@oshawalibrary.on.ca quoting job # OPL 15-2022. Only applicants who are selected for an interview will be contacted.