



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunities

Corporate Services

Division of Human Resources

Building Operator (CUPE 905.01)

Permanent, Full-Time
\$28.59 to \$31.78 hourly

Reporting to the Supervisor, Facilities, this position is responsible for the day-to-day operation, maintenance, modification/repair and administration of base building systems at Town facilities, as assigned. This includes ensuring efficient building operations, systems and services and building cleanliness, performing equipment inspections, support and implementation of preventative maintenance programs, maintenance, and repair of related equipment/property, and supporting procurement and inventory control and record-keeping duties. This positions also performs permit set-up and clean-up, performs complaints investigation, resolution and associated customer service duties, coordinates the work of and provides guidance to assigned building operations staff including training, work methods and Operations section policies and procedures.

The successful candidate for this position will have at least three (3) years demonstrated experience as a Building Operator or equivalent, as well as the successful completion of Building Environmental Systems certification or equivalent, plus either Building Owners and Managers Institute (BOMI) Systems Maintenance Technician (SMT) or Systems Maintenance Administrator (SMA) certifications, or equivalent. You have demonstrated experience and pride in building maintenance and plant operations and maintenance preferably in a municipal environment. In addition, you have a thorough working knowledge of the operation of refrigeration and Building HVAC systems, Plumbing, Electrical, BAS Systems and Life Safety Systems, general trades fundamentals, janitorial/cleaning work methods and supplies and sound health and safety practices. Strong organizational, interpersonal, record-keeping, problem-solving and work co-ordination skills are also required. You are customer service focused and have the ability to deal courteously and effectively with the general public, facility users, staff and vendors. Standby/on call is a mandatory requirement of this position, and you must be available to work evenings and weekends including 24 hour on call as scheduled. Additionally, you must have a reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Vulnerable Sector Screening** and **Drivers Abstract** that is satisfactory to the Town prior to their start date at the applicants' own cost. Additionally, all Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **August 10, 2022** quoting the job title and reference number **22-72**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Posting date: July 20, 2022

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

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