



CAREER OPPORTUNITY

Position Title:	Building Systems Operator
Competition Number:	2025- 26
Department:	Engineering, Development, and Operational Services
Closing Date:	This Competition will remain open until a suitable candidate is found.
Salary:	\$26.25 - \$29.21

The City of Corner Brook is presently accepting applications for the full-time permanent unionized position of Building Systems Operator. The Building Systems Operator, reporting to the Supervisor of Facilities, will be responsible for performing general building and property maintenance for the City Hall building and the immediate surrounding property areas. As the preferred candidate, you will perform highly diversified duties related to troubleshooting, repair, and maintenance of building facilities and equipment (HVAC, lighting, geo-thermal, etc.) according to preventative and safety requirements. You will ensure that general daily building maintenance issues are addressed in a safe and proper manner.

As the Building Systems Operator you will be expected perform these key responsibilities:

- **Servicing of Equipment:** Perform basic equipment servicing and maintenance. Liaise with external service providers on third-party services and repairs.
- **Technology:** Maintain a good understanding of technology and keep up with the changes and adapt accordingly
- **Emergency Servicing and Repairs:** Provide emergency and/or unscheduled repairs of building equipment as required
- **Electrical & Plumbing:** Perform simple electrical and plumbing related duties and responsibilities (adjusting motion activated sinks & toilets, metering individual office lighting and adjusting as necessary, winterizing and making chemical adjustments to the outdoor fountain)
- **Mechanical:** Perform basic mechanical skills (lubricating, adjusting and changing belts, changing filters, changing seals, etc.)
- **Automated Systems:** Update and monitor as necessary
- **Preventative Maintenance:** Perform all preventative maintenance on machines, equipment, and plant facilities (circulating pumps, air handling systems, refrigeration, etc.)
- **Inventory:** Maintain an inventory of equipment, manuals and warranties
- **Computer Work:** Operate a computerized Building Automation System (BAS) software program. Operate computerized proximity card access software. Operate a computerized work order system.
- **Project Management:** Assist the Supervisor of Facilities with project management activities such as meeting with contractors, ordering supplies and cost tracking of projects for facilities under City ownership.

The above duties are representative of the job description, but not all-inclusive.

The successful applicant must possess a Diploma in Mechanical Engineering with experience with automated building operations and maintenance. Consideration will be given to candidates with

equivalent education and experience. The ideal candidate will possess strong computer skills and experience working with automated building operations and maintenance. A class 5 NL drivers license is also required.

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit résumés, **giving complete details of qualifications**, and stating competition number to the Human Resources Office via e-mail careers@cornerbrook.com