BOARD OF EDUCATION

**Saskatoon School Division No. 13**

# P O S I T I O N D E S C R I P T I O N

**Position: BUILDING OPERATOR 3 - FLOATER**

**Immediate Supervisor: MANAGER OF OPERATIONS**

**Core Function:**

Under the direction of the Manager of Operations, the Building Operator 3 – Floater functions as a temporary replacement for short or long term Building Operator absences or as additional support and mentorship of newly appointed or existing Building Operators throughout Saskatoon Public Schools.

## **Duties and Responsibilities:**

1. If required prepares a work schedule for daily and seasonal cleaning to be approved by the manager, which will ensure that all required work is carried out. Posts all work schedules and rotational log sheets in caretaking room.
2. Operates and maintains steam or hot water boilers and other heating and cooling plant systems in accordance with government regulations and school division procedures. Monitors and adjusts as needed all chemical levels in the above systems.
3. Operates and maintains heating ventilating air conditioning (HVAC) systems in an effective and efficient manner by using Metasys to schedule and operate the systems.
4. Record all routine and preventive maintenance work conducted on all equipment, devices and furnishings in the record books provided as required by government agencies and school division procedures.
5. Regularly lifts, moves and carries equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
6. Operates power and hand equipment to maintain various flooring types as outlined in school division procedures.
7. Operates the computer system to utilize e-mail, maintenance management software, supply orders and the Metasys system (e.g. altering set points, diagnosing, repairing heating and cooling problems and trouble shooting and clearing of alarms generated associated with Metasys).
8. Assists in training new or inexperienced caretakers in all aspects related to caretaking duties and responsibilities.
9. Assists in mentoring and training Building Operators and Assistant Building Operators in building operations and provides in-depth training to in all aspects of the Metasys software, the energy management software and building systems.
10. Assists in performance appraisal inputs of caretaking staff assigned to the building.
11. Assists co-workers by identifying and coordinating all school rentals.
12. Co-operates with and assists students, school staff, the community and other persons visiting the building, including maintenance staff. Works with and monitors contractors on renovation and repair of the building. Assists with government and contracted inspections related to fire systems, elevators, boiler, building inspections, and security system, etc.
13. Assists in maintaining a caretaking supply budget.
14. Responsible for the security of the building and campus.
15. Practices, and assists in developing all safety and emergency procedures including WHMIS labelling and MSDS updates related to caretaking products.
16. Communicates in a timely manner any building or site deficiencies to the Maintenance Branch and school administrator.
17. Participates in continuous and ongoing education and training courses provided by the school division.
18. Performs such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. Grade XII or equivalent, plus Fifth Class Engineer’s Certificate and a Refrigeration Engineer’s Certificate or better as assigned by the Saskatchewan Department of Labour or other certificates as may be required by management.
2. A minimum of 3 years’ experience in the role of Building Operator is preferred.
3. Successful completion of Module 5 of the Building Operator Training Program.
4. The ability to utilize email, process maintenance requisitions, supply orders, staffing assignments and the energy management system (e.g. schedule, alter set points, and diagnose heating, cooling and ventilation problems).
5. Ability to operate and maintain various types of mechanical and electrical systems, with diagnostic skills in the above areas, for example, fire protection alarm and fire sprinkler systems as they apply.
6. Ability to develop and carry out preventive maintenance programs.
7. The physical ability to carry out all duties and responsibilities.
8. Completion of Level 1 and 2 Occupational Health & Safety training.
9. Exceptional interpersonal, communication and customer service skills combined with effective problem solving, decision making, organizing and planning skills.
10. Time management skills with the ability to handle multiple demands and competing priorities. The ability to adapt to a rapidly changing work environment.
11. Ability to act as a mentor in all aspects of building operations and caretaking.
12. A valid driver’s license and own an operative vehicle.

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