



## JOB POSTING

Position: Building Maintenance Repair – I.U.O.E. Local 772  
1 Full-Time Position

Hours: 40 hours per week average

Pay Rate: \$26.450 - \$33.383 per hour

Location: Spectra Venue Management  
10 MacNab St S  
Hamilton, ON  
L8P 4Y3

We are inviting applications for a competent team player with a strong mechanical aptitude, and a clear interest in all aspects of building and property maintenance.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

Interested candidates must apply in writing (no phone calls will be accepted). Your resume must include education, experience and related qualifications and licenses.

Mailing Address:

Spectra Venue Management  
10 MacNab St S  
Hamilton, ON  
L8P 4Y3  
Attention: Human Resources

If you are hand delivering your resume, please visit us at our physical address, Monday to Friday only between 9:00 am and 5:00 pm.

#### General Duties:

- Checks & completes daily logs on equipment such as ice machine, refrigerators, freezers, etc. to ensure proper operations and makes minor repairs as necessary.
- Repairs and adjusts domestic water systems such as toilets, taps, water fountains, plugged drains, leaks on supply lines. Makes minor pump repairs.
- Repairs flooring, tuflex tiles, drywall, arena seating, rink boards, tables and chairs.
- Constructs items such as cabinets, counter tops, shelves drywall partitions in offices, stairs and risers
- Checks fire system's components such as pull stations, sprinklers, sand pipes, hose cabinets, air compressors
- Adjusts and installs door hardware such as door closures, hinges and locks
- Operates and maintains power tools such as table saw, drill press, planer, joiner, jigsaw, band saw and wood lathe
- Operates hand tools such as wrenches, hammer, screwdrivers, trowel, chisels, files and measuring instruments
- Operates oxy-acetylene, stainless steel, electric welding equipment
- Performs preventative maintenance on kitchen and serving equipment
- Orders parts and materials necessary to complete minor repairs and fabrications
- Assists contractors on equipment such as refrigeration, plumbing or fire controls
- Performs housekeeping duties such as cleaning workshop and power tools
- Paints walls, trims and cabinets; refinish materials in offices
- Contacts outside agencies to arrange for any necessary services as per the purchasing guidelines of the company with the final approval of the Director of Operations
- Experience with any or all of - Sky Jack, Fork Lift, Boom Lift and Fall Arrest is an asset
- Performs other duties assigned which influence the success of the company and directly relate to the responsibilities of the job

#### Qualifications:

- Requires a minimum of 2-5 years related experience.
- Plumbing license and WHIMIS training are preferred.
- Ability to deal with contractors and fellow employees in a courteous and tactful manner.
- Excellent verbal and written communication skills and a demonstrated commitment to safety, teamwork and co-operation.
- Demonstrated ability to work from verbal and written instructions; must be able to accurately interpret sketches, diagrams, and building drawings.
- Demonstrated mechanical aptitude including proficiency in the use of tools and equipment associated with most building repairs and maintenance activities.
- Must have excellent problem solving skills and be adept at troubleshooting power tool and maintenance equipment related problems.
- Must have basic knowledge of all major building systems (HVAC, mechanical, plumbing, electrical, lighting control, fire alarm, fire protection, security, refrigeration) and a good understanding of where the major equipment components are located in the building
- Physical ability to work in either an inside or outside environment, operate equipment and perform work functions as required.
- Able to diagnose minor heating/cooling issues
- Knowledge of Building Codes and Municipal bylaws as they relate to our property
- Exhibit a professional appearance and comply with all uniform requirements
- Maintain a regular and reliable level of attendance and punctuality
- Able to multi-task and perform miscellaneous job related duties as assigned

We thank all who apply, however only those under consideration will be contacted.

Spectra Venue Management is an equal opportunity employer which values the diversity of our work force and the knowledge of our people.