

Theatre Building Maintenance – Job Description

Title

Theatre Building Maintenance

Hours

Part Time/Union - 20 hours per week (minimum)

Pay Rate

\$35.27 / per hour

Location

FirstOntario Concert Hall
10 MacNab St South
Hamilton, Ontario
L8P 4Y3

Summary

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

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

Interested candidates must apply in writing and resume must include education, experience and related qualifications and licenses.

General Duties:

- Building repairs and maintenance on flooring, drywall, theatre seating, stage components, tables and chairs.
- Patching and painting walls, trims and cabinets and refinish materials
- Maintains a clean and tidy workspace
- Constructs items such as cabinets, counter tops, shelves drywall partitions in offices, stairs and risers
- Checks & completes daily logs on equipment such as ice machine, refrigerators, freezers, etc. to ensure proper operations and makes minors 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.
- 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
- Performs preventative maintenance around the venue and on equipment as required
- 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
- 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, Scissor Lift, 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.
- 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 with an open availability for shifts
- 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.

Applicants can apply by sending a resume and cover letter to brian.manor@spectrap.com