



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Specialiste, Systeme De Maintenance Assiste / Computerized Maintenance System Specialist

Job ID	1E-5F-FF-50-E6-58	
Web Address	https://careers.indigenous.link/viewjob?jobname=1E-5F-FF-50-E6-58	
Company	Universite Bishop's / Bishop's University	
Location	Sherbrooke, Quebec	
Date Posted	From: 2022-09-22	To: 2022-10-09
Job	Type: Full-time	Category: Maintenance
Job Start Date	Des que possible / ASAP	
Job Salary	De / From 26.04\$ A / To \$33.99\$ De L'heure / Per Hour (poste Syndique / Unionized Position)	
Languages	Bonne Connaissance De La Langue Anglaise Et De La Langue Francaise / Good Communication Skills In English And French	

Description

L'Universite Bishop's recherche un Specialiste du Systeme de Maintenance Assiste pour un poste regulier a temps plein. Se rapportant au Gestionnaire Maintenance et Operations des Installations, le ou la titulaire du poste coordonnera le programme de Maintenance Preventive du campus pour toutes les infrastructures physiques (portefeuille des batiments, equipements, etc.) et la flotte de vehicules a l'aide du systeme de Gestion de Maintenance Assiste par Ordinateur (GMAO). Le ou la titulaire du poste maintiendra a jour la base de donnees d'audit immobilier avec les projets de renovation ainsi que l'inventaire des locaux. La semaine de travail est de 40 heures, du lundi au vendredi avec des soirees et fins de semaine occasionnelles.

Nature des taches

- Agir a titre d'administrateur.trice du systeme GMAO, de l'audit immobilier et des systemes d'inventaire des lieux et locaux;
- Developper les plans et normes de maintenance preventive (y compris les normes de sante et securite) pour l'utilisation du GMAO en collaboration avec le ou la gestionnaire;
- Rapporter les indicateurs de performance cles et les metriques pour la maintenance preventive et les demandes de service en utilisant les informations du systeme GMAO;
- Former le personnel de l'equipe des Batiments et Terrains a l'utilisation du systeme GMAO;
- Aider a preparer les specifications des soumissions d'appels d'offres pour tous les contrats de maintenance;
- S'assurer que les contrats de maintenance sont respectes et bien saisis dans le systeme GMAO;
- Mettre a jour le GMAO en y documentant tous les projets, petits et grands;
- Assister l'equipe de projet dans la revue de conception des projets;
- Aider a documenter les normes de construction a utiliser dans les projets de renovation;
- Assister l'equipe de gestion de projet dans les projets de renovation (ex. : valider plans, superviser

le chantier, coordonner l'arret des equipements, decommissions et mises en service, etc.);

- Maintenir a jour la base de donnees d'audit immobilier avec les projets de renovations et les reparations majeures;
- Tenir a jour les changements dans l'inventaire du systeme des installations et des pieces critiques;
- Fournir des analyses, etudier les processus et fournir des rapports lies a l'amelioration continue des processus de maintenance;
- Effectue du deneigement au besoin;
- Effectuer toutes autres taches connexes au besoin.

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required. Bishop's University is seeking a Computerized Maintenance System Specialist for a regular full-time position. Reporting to the Manager of Facilities Operations and Maintenance, the incumbent will coordinate the campus Preventive Maintenance program for all physical infrastructure (building envelope, equipment, systems, etc.) and the fleet vehicles using the Computerized Maintenance Management System (CMMS). The incumbent will maintain the real estate audit database up to date with renovation projects as well as the inventory of premises. This position has a work week of 40 hours from Monday to Friday with occasional evenings and weekends required.

Nature of duties and responsibilities

- Act as the administrator of the CMMS, the real estate audit and the inventory of premises systems;
- Develop the preventive maintenance plans and standards (including health & safety standards) for the use of the CMMS in collaboration with the Manager;
- Report metrics and key performance indicators for preventive maintenance and service requests using information from the CMMS;
- Train the Buildings and Grounds staff on how to use the CMMS;
- Assist in preparing bid specifications for any maintenance contracts;
- Ensure that maintenance contracts are respected and properly entered in the CMMS;
- Update CMMS with all small and major projects;
- Assist the project team in the design review of projects;
- Assist to document the construction standards to be used on renovation projects;
- Provide assistance to the Project Management team in renovation projects (e.g. validate plans, supervision of construction site, coordinate equipment shut down, startup, decommissioning and commissioning, etc.);
- Maintain the real estate audit database with renovations projects and major repairs;
- Keep up to date changes in the inventory of premises system and critical parts;
- Provide analysis, study processes and provide reporting related to continuous improvement in the maintenance processes;
- Snow removal when needed;
- Performs additional similar / related task as required.

Experience

-3 a 5 ans d'experience similaire / 3 to 5 years of similar experience

Education Requirements

- Diplome d'etudes collegiales (D.E.C technique duree normale de 3 ans) en mecanique du batiment, genie civil ou l'equivalent / College diploma (Technical D.E.C normal duration of 3 years)

in building mechanic, civil engineering or the equivalent

Essential Skills

- Connaissance des programmes de GMAO tels que Maximo ou Maintenance Connection est un atout;
- Solides compétences administratives et organisationnelles;
- Souci du détail et de l'exactitude des données;
- Connaissance de l'utilisation des outils et équipements de maintenance;
- Efforts moyens et intenses;
- Capacité démontrée à effectuer plusieurs tâches et à prioriser de nombreux projets et travaux;

- Knowledge of CMMS programs such as Maximo or Maintenance Connection an asset;
- Strong administrative and organisational skills;
- Strong attention to detail and data accuracy;
- Knowledge in operating maintenance tools and equipment;
- Heavy and medium exertion;
- Demonstrated ability to multi-task and prioritize many different projects and workload

Other

L'Université Bishop's applique un programme d'Accès à l'égalité en emploi issu de la Loi sur l'Accès à l'égalité en emplois des organismes publics. L'université accueille les candidat.e.s qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2S+.

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

How to Apply

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 9 octobre 2022, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, la priorité sera accordée à un candidat interne qualifié. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous avez besoin de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by October 9, 2022 before 4:00 pm to careers@ubishops.ca.

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca