



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

Date Printed: 2024/05/02

Buildings & Grounds Technician / Technicien.ne En Bâtiments Et Terrains

Job ID 54-55-95-61-2F-2F

Web Address

<https://careers.indigenous.link/viewjob?jobname=54-55-95-61-2F-2F>

Company Bishop's University / Universit   Bishop's

Location Sherbrooke, Quebec

Date Posted From: 2021-10-29 To: 2022-04-27

Job Type: Full-time Category: Maintenance

Job Start Date December 20, 2021 / 20 d  cembre 2021

Job Salary Class.e 12: \$26.04 To/   \$33.99 Per Hour/de L'heure (unionized

Position/poste Syndiqu  ))

Languages      Working Knowledge Of English And French /Bonne
Connaissance De La Langue Anglaise Et De La Langue Fran    aise;

Description

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 Buildings & Grounds Technician - Maintenance Management System (CMMS) for a regular full-time position. Reporting to the Manager of Facility Operations & 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;

     Support 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.);

â€¢ Maintain the real estate audit database with renovations projects and major repairs;

â€¢ Keep up to date changes in the inventory of premises system with a tagging system;

â€¢ Provide analysis, study processes and provide reporting related to continuous improvement in production processes;

â€¢ Snow removal when needed;

â€¢ Perform additional similar / related task as required.

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un technicien.ne bÃ¢timents et terrains - systÃ©me de gestion de la maintenance (GMAO) pour un poste rÃ©gulier Ã temps plein. Se rapportant au Gestionnaire Maintenance Et OpÃ©rations des Installations, le titulaire du poste coordonnera le programme de maintenance prÃ©ventive du campus pour toutes les infrastructures physiques (portefeuille des bÃ¢timents, Ã©quipements, etc.) et la flotte de vÃ©hicules Ã l'aide du systÃ©me informatisÃ© de gestion de la maintenance (GMAO). Le ou la titulaire du poste maintiendra Ã jour la base de donnÃ©es d'audit immobilier avec les projets de rÃ©novation ainsi que l'inventaire des locaux.

La semaine de travail est de 40 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine occasionnelles.

Nature des tÃ¢ches

â€¢ Agir Ã titre d'administrateur.trice du GMAO, de l'audit immobilier et des systÃ©mes d'inventaire des lieux et locaux;

â€¢ Supporter les plans et normes d'entretien prÃ©ventif (incluant les normes de santÃ© et sÃ©curitÃ©) pour l'utilisation du GMAO en collaboration avec le ou la gestionnaire;

â€¢ Rapporter les indicateurs de performance clÃ©s et les mÃ©triques pour la maintenance prÃ©ventive et les demandes de service en utilisant les informations du GMAO;

â€¢ Former le personnel de l'Ã©quipe des BÃ¢timents et Terrains Ã l'utilisation du GMAO;

â€¢ Aider Ã prÃ©parer les spÃ©cifications des soumissions pour tous les contrats de maintenance;

â€¢ S'assurer que les contrats de maintenance sont respectÃ©s et correctement entrÃ©s dans le GMAO;

â€¢ Mettre Ã jour le GMAO en y documentant tous les projets, petits et grands;

â€¢ Assister l'Ã©quipe de projet dans la revue de conception des projets;

â€¢ Aider Ã documenter les normes de construction Ã utiliser dans les projets de rÃ©novation;

â€¢ Assister l'Ã©quipe de gestion de projet dans les projets de rÃ©novation (ex. : validation des plans, supervision du chantier, coordination de l'arrÃªt des Ã©quipements, dÃ©commissions et mises en service, etc.);

â€¢ Maintenir Ã jour les projets de rÃ©novations et des rÃ©parations majeures dans la base de donnÃ©es de vÃ©rification immobiliÃ©re;

â€¢ Tenir Ã jour le systÃ©me d'inventaire des installations avec un systÃ©me d'identification;

â€¢ Fournir des analyses, Ã©tudier les processus et fournir des rapports liÃ©s Ã l'amÃ©lioration

continue des processus de production;
• Effectue du déneigement au besoin;
• Effectuer toutes autres tâches connexes au besoin.

Experience

• 3 to 5 years of similar experience / 3 à 5 ans d'expérience similaire

Education Requirements

• College diploma (Technical D.E.C normal duration of 3 years) in building mechanic, civil engineering or the equivalent / Diplôme d'études collégiales (D.E.C technique durée normale de 3 ans) en mécanique du bâtiment, génie civil ou l'équivalent

Essential Skills

• Strong administrative and organisational skills;
• Strong attention to detail and data accuracy;
• Knowledge in operating maintenance tools and equipment;
• Demonstrated ability to multi-task and prioritize many different projects and workload;

• Solides compétences administratives et organisationnelles;
• Souci du détail et de l'exactitude des données;
• Connaissance de l'utilisation des outils et équipements de maintenance;
• Capacité démontrée à effectuer plusieurs tâches et à prioriser de nombreux projets et travaux;

Work Environment

• Heavy and medium exertion / Efforts moyens et intenses

Additional Skills

• Knowledge of CMMS programs such as Maximo or Maintenance Connection an asset / Connaissance des programmes de GMAO tels que Maximo ou Maintenance Connection est un atout;

Other

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.

L'Université Bishop's applique un programme d'accès égal à l'emploi issu de la Loi sur l'accès égal à l'emploi 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+.

How to Apply

Click " Apply Now"

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by November 30, 2021 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

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 30 novembre 2021, 16 :00 À careers@ubishops.ca
Tel que prévu À la Convention Collective, la priorité sera accordée À un.e candidat.e interne qualifié.e. 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 n'avez pas besoin de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca