

Work Control Assistant

The Work Control Assistant will support the Senior Facilities Manager in overseeing the Engineering department to ensure maintenance of equipment and systems is functioning within the facility for clients, guests, and employees at the Shaw Centre.

KEY RESPONSIBILITIES

- Know and comply with all ARAMARK, client policies and procedures
- Be a subject matter expert in all facility systems
- Ability to support employees in a diverse environment with focus on maintaining the buildings systems and acting as a leader and coach
- Issue work orders and delegates work to employees, ensuring that all work is completed properly and in a timely manner
- Create purchase orders when required
- Schedule contractors with minimal disruption to clients and staff
- Able to diagnose, trouble shoot, and fix issues with equipment and communicate unresolved issues to contractor if required
- Able to troubleshoot and fix issues with door operators, card readers, motion detectors, etc. and able to communicate issues to contractor if required
- Able to test and refill batteries in ground handling equipment and housekeeping equipment
- Participates in the review and writing of operational and maintenance procedures
- Provides staff with technical support
- Responds to the needs and requests of staff and clients
- Reviews, assesses utilities and maintenance costs to stay within budgetary requirements and ensure the most efficient use of facilities
- Assist in the execution of events as required
- Make recommendations for facility upgrades and changes to systems and equipment
- Fill in for maintenance operator when required
- Able to assist in manual snow removal when required
- Able to perform required generator testing
- Able to respond to emergencies as required and able to make sound decisions

QUALIFICATIONS

- SMT (Systems Maintenance Technician) designation or equivalent required
- 2-3 years experience in a similar role preferred
- Comprehensive knowledge of BAS system and HVAC systems
- Basic understanding of refrigeration systems

- Basic electrical experience
- Able to read and understand mechanical, electrical, architectural, and plumbing drawings
- Working knowledge of kitchen equipment (dishwashers, ovens, cooktops, etc.)
- Working knowledge of housekeeping equipment (ride on machines, floor cleaners, vacuums, etc.)
- Fire life safety and equipment, able to perform fire pump tests and basic knowledge in fire panels
- Basic experience with lighting systems an asset
- Excellent interpersonal and communication skills (written and verbal)
- Must be able to work a flexible schedule, including days, evenings, weekends, and holidays as operationally required

REQUIRED TRAINING

- Valid fall arrest training

All applicants must produce a valid and current background check prior to first shift.

Please submit your application to Holly Manion at hmanion@shaw-centre.com