

## **ALBERT COLLEGE**

### **JOB DESCRIPTION**

---

**TITLE:**                    **Mechanical Engineering Technician (summer student position)**

**REPORTS TO:**        **Facilities and Operations Manager**

---

### **PRIMARY FUNCTION**

To assist the Facilities and Operation Manager in developing a Preventative Maintenance Plan by analyzing of all facilities and equipment of Albert College. To provide documentation of all infrastructure elements of the College.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1.        Review all mechanical systems in place in all of the College's buildings. Identify types, working condition and document serial numbers, service and/or installation dates.
2.        Using existing drawings map out our mechanical components linking them to the information extracted above.
3.        Review the window replacement program status in place in all of the College's buildings. Identify types, working condition and document serial numbers, service and/or installation dates.
4.        In conjunction with the Facilities and Operations Manager, review Canadian Accredited Independent Schools (CAIS) effective practices for Standard 10 – Physical Plant, Health and Safety to determine any deficiencies that require attention.
5.        Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.
6.        Assist the Facilities and Operations team with all physical requirements for conferences/meetings/events requiring room set-ups/take downs and special needs according to school calendars.

## **COMMUNICATION PROTOCOL**

As an employee in a school setting, they may become aware of information related to students or families during the course of the school year. The College expects its staff to conduct itself with appropriate discretion and refrain from discussing matters which are the domain of faculty and administration. This applies to communication during the working day and beyond.

The College also expects that the use of the school's communications systems (i.e. telephone, e-mail, facsimile, etc.) will adhere to the highest forms of professionalism and integrity. Please consult the Administrative Policy Manual for any clarification.

## **WORKING CONDITIONS**

This person will be required to do heavy lifting, bending, reaching, and work on ladders and from heights. There may be exposure to any of the following: chemicals, dust, dirt, fumes, confined spaces. This person is required to be WHMIS certified. Considerable walking is required.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Ontario driver's license is required. A vulnerable sector police check, at your expense, is required and must be successfully completed before employment can be offered or started.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

## **SKILLS REQUIRED**

- Knowledge of environmental controls and electrical systems; building maintenance and construction techniques and standards; workers' compensation; occupational health and safety; Workplace Hazardous Materials Information System (WHMIS); Material Safety Data Sheets (MSDS); Building and Fire Codes.
- Ability to work effectively with staff; students; trustees; contractors; architects and trades people.
- Proficient with architectural and mechanical CAD programs and drafting software.
- Demonstrate effective time management and project management skills.
- Understanding and ability to use technology, and some equipment and machinery.
- Identifying, Planning and Executing – determines the relative importance of needs, prioritizes and sequences work, and effectively changes direction when appropriate.

- **Teamwork and Partnership** - Keeps team members or partners informed and up-to-date about group processes, individual actions, and influencing events.
- **Communication Skills:** Be able to present findings, or translate the data into an understandable document. Be able to write and speak clearly, easily communicating complex ideas.
- **Customer Business Sense** - Works together with constituents to problem solve and provide straight-forward knowledge and advice.
- **Judgment and Decision Making** – reviews alternatives before making decisions, looks for the most efficient and productive course of action.
- **Ability to use a computer in word processing and reporting.** Experience and knowledge of Microsoft Software.

## **REQUIREMENTS**

This position has been made possible through the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, the successful candidate must:

- be between 15 and 30 years of age (inclusive) on the start of employment;
- be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act; and
- be legally entitled to work according to provincial legislation and regulations