



HVAC MECHANIC – 22CUPE58

The Upper Grand District School Board's 4,000 plus dedicated teaching and support staff provide student success to over 35,000 students who attend our 65 elementary schools and 11 secondary schools in the City of Guelph, County of Wellington and County of Dufferin. The UGDSB covers the ancestral and traditional territories of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation Territories.

The UGDSB is committed to disrupting systemic racism and oppression in all of its forms. We are committed to building a diverse staff that is reflective of and adds value to the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples, and all other Indigenous people
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin
- Persons with visible and/or invisible disabilities

At UGDSB, we recognize that many of the identities listed above do not exist in a single form and are often intersecting with multiple identities, which can be complex and create unique experiences for applicants. We value the contributions that each person brings, and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential.

The Upper Grand District School Board invites qualified applicants for this full-time, permanent position to start as soon as possible.

LOCATION: Guelph Board Office (500 Victoria Rd. N, Guelph, ON, N1E 6K2)

HOURLY RATE: \$33.92 per hour (probationary rate)
Permanent rate after a successful probationary period: \$36.08

HOURS: 40 hours per week (8 hours/day)

RESPONSIBILITIES:

- Perform the complete maintenance, repair, overhaul or replacement and installation of the HVAC equipment including: Electric or gas-fired HVAC equipment; pneumatic, electric and electronic controls within buildings; portable classroom heating/cooling ventilation units,
- Building operation equipment (i.e. pumps, fans, shafts, bearings, heating coils, and including any gas welding required) including maintenance and service of boilers
- Perform annual inspections as per the UGDSB Preventative Maintenance Program
- Troubleshooting of HVAC-related problems
- Coordinate with other Maintenance Staff and contractors on repairs and PM service work
- Repairs to various refrigerated equipment in our schools (i.e. coolers, walk-in freezers, etc.)
- Reads complex blueprints, piping, sketches, schematics and wiring diagrams
- Maintain electronic/pneumatic testing equipment
- Performs brazing, soldering, pipefitting, welding, and fabrication
- Advise on problems installing and repairing HVAC equipment and systems

- Develops and establishes operation and maintenance procedures to ensure maximum efficiency
- Comply with all requirements of the Occupational Health and Safety Act, Electrical Code, Fire Code, Ontario Building Code, WHMIS and Board Policies
- Use Building Automation Systems to monitor and track buildings to optimize energy use
- Other duties as assigned

QUALIFICATIONS:

- Valid ON Certificate of Qualification with evidence of experience as a qualified Refrigeration and Air Conditioning Systems Mechanic (313A)
- Gas Fitter 1 or Gas Fitter 2 (with commitment to obtain Gas Fitter 1 within the first year of hire)
- Ozone Depletion Prevention Card (ODP)
- Ability to maintain a work schedule with minimum supervision
- Excellent interpersonal, oral, and written communication skills
- Passion for a positive customer service experience with staff, students, and the public
- Willingness and demonstrated ability to perform all requirements of the position
- Current Ontario driver's license with an acceptable driver's abstract and access to a reliable vehicle
- Demonstrated knowledge of health and safety regulations as well as the WHMIS program
- Ability to prioritize tasks and continually assess risks

PREFERRED SKILLS:

- Post-secondary technical education and BAS-related experience would be an asset
- Other relevant Ministry certificates, such as Mechanic, Electrician (Construction or Maintenance, or Industrial), Millwright, Plumber, Electronics, Pneumatics, Controls, Engineering 3rd Class, Oil Burner Mechanic
- Familiarity with a computerized work order system
- Basic computer skills (Word and Excel)

HOW TO APPLY:

Qualified candidates are invited to apply using one of the methods below; please include work-related references and supporting educational and/or training documentation; specify '**Job Code 22CUPE58**' in the subject line, **no later than 4:00pm on Friday, July 1, 2022.**

Mail:

HR - Upper Grand District School Board,
Attn: Human Resources, Recruitment
500 Victoria Road North, Guelph, ON, N1E 6K2

Email:

cupe.jobs@ugdsb.on.ca
(PDF format preferred)

Accommodations are available during all phases of the recruitment process. Applicants must make their needs known in advance to the Manager of Wellness and Employee Health.

The successful external candidate will be required to produce an original Vulnerable Sector Check (VSC) prior to the commencement of employment. The VSC must be dated within 6 months of the start date of employment. For further information, refer to the UGDSB's [Criminal Record Check](#) requirements.

While we thank all applicants for their interest in working for the Upper Grand District School Board, we wish to advise that only those selected for an interview will be contacted.

... Equal Opportunity Employer ...

June 16, 2022