



## BAS FIELD TECHNICIAN – 22CUPE66

The [Upper Grand District School Board](#) (UGDSB) employs approximately 4,000 dedicated staff who serve more than 35,000 students attending a variety of programs across 65 elementary and 11 secondary schools as well as continuing education and adult learning centres in the counties of Dufferin, Wellington and the City of Guelph. The UGDSB covers the ancestral and treaty lands of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation.

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 applicants for this **full-time permanent** position who possess a professional work ethic and are passionate about working in the education sector. This role will assist the Supervisor of Maintenance to make sure all facilities and equipment are monitored and maintained to ensure a safe, comfortable environment for the staff and students of the UGDSB.

**LOCATION:** Assignments to all schools/locations maintained by the UGDSB.

**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)

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

### RESPONSIBILITIES:

- Support the Capital and Energy teams with review and commissioning of BAS system upgrades
- Conduct preventative maintenance, repair, installation, commissioning, general servicing and detailed troubleshooting of low voltage control systems for HVAC equipment, building lighting and various other systems
- Work with Plant Operations/Sub-Contractors/Technicians/Suppliers and Administration as necessary
- Point-to-point checkout, start-up and commissioning on assigned projects
- Utilize hand tools, laptop and test equipment on site
- Analyze problems and resolve issues to ensure that the overall system functions properly
- Assist in documenting As Built drawings
- Co-ordinates/directs work with other trades
- Use software such as Excel, Word and other database software
- Other duties as assigned

### QUALIFICATIONS:

- College-level diploma or certification in Electronics or B.A.S. Controls or equivalent experience
- Experience working with B.A.S. controls

- Strong computer skills as well as basic network knowledge
- Ability to explain technical information to technical and non-technical people
- Strong troubleshooting skills and HVAC equipment knowledge
- 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 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:**

- Certificate of Qualification as an HVAC Mechanic, Refrigeration and Air Conditioning Mechanic, Construction Maintenance Electrician, or Industrial Electrician, G1 or G2 gas certification

**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 22CUPE66**' in the subject line, **no later than 4:00pm on Monday, June 27, 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](mailto: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 ...**