

## Facility Maintenance Technician I - Electrician

Job Opening ID 3049

Posting Date: June 18, 2025 – Closing Date: July 07, 2025

### Job Description

**Section:** Facilities Management  
**Division:** Assets and Fleet Services  
**Department:** Corporate Services  
**Initial Reporting Location:** Tom Davies Square

**Job Status:** Permanent Position  
**Number of Vacancies:** 1  
**Affiliation:** CUPE 4705 Outside Unit  
**Hours of Work:** 80 hours bi-weekly  
**Shift Work Required:** Yes (on call rotation)  
**Rate of Pay:** \$38.53 per hour

**The start date will follow the selection process.**

A **criminal record check** is required for this position and will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your criminal record check with your application.

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**Characteristic Duties:** Under the general supervision of the Building Superintendent.

1. Perform routine maintenance, scheduled preventative maintenance, repair projects throughout the buildings and grounds as assigned and maintain maintenance records of such.
2. Consult with Supervisor to determine priorities.
3. Perform assessment of work required to determine installation requirements, materials and compliance to Electrical Safety Code and obtain permit or log as required.
4. Diagnose problems and ensure immediate repairs are carried out as per established procedures.
5. Maintain, troubleshoot and repair facility HVAC, life safety, electrical, plumbing, controls, building automation and related systems.
6. Co-ordinate repairs and maintenance with contractors and vendors, as required.
7. Perform installations of new equipment and electrical components as assigned by the Building Superintendent.
8. Assist other trades and other building personnel.
9. Perform new installations as it relates to security access control systems, fire systems including building automation systems.
10. Maintain records, perform inspections, run equipment, perform routine maintenance and oversee third party testing and repair of facility HVAC and life safety systems including but not limited to fire suppression systems, alarm monitoring panels, extinguishers, emergency lighting, air quality monitoring records and back-up generators.
11. Perform duties as outlined for maintenance staff in operational manuals and under CGS's Bomb Threat, Evacuation,

#### Designated Substances and Fire Plans.

12. Assist with set up of special events and meeting rooms as required.
13. Complete water samples and analyse for hot water system, cooling tower and water storage tanks.
14. Complete daily reading and reports as directed.
15. Participate in a rotation standby schedule.
16. Operate hand tools.
17. Maintain work areas in an orderly and safe working condition.
18. Maintain tools and equipment in good and safe working order.
19. Provide pleasant and courteous services to tenants and the public.
20. Provide services in a safe manner at the minimum of inconvenience to tenants and the public.
21. Ensure security of the facilities.
22. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
23. Perform other related duties as required.

#### **Qualifications:**

- Successful completion of Secondary School (Grade XII) Education.
- Possess and maintain a valid and current Ontario Certification as an Electrician.
- Knowledge of construction trades, such as Plumbing, Heating and Cooling Mechanic and Gas Technician considered an asset.
- A minimum of four (4) years of proven directly related experience in commercial building maintenance that provided general maintenance and working knowledge of: HVAC, natural gas, plumbing, carpentry and electrical trades.
- Demonstrate ability related to microcomputer software and administrative systems in a Windows environment (e.g. file maintenance, spreadsheet applications, information input and retrieval, etc.).
- Possess the mental and physical fitness to perform essential job functions.
- Ability to read and interpret blueprints, drawings and specifications.
- Ability to complete maintenance reports.
- Demonstrate organizational skills and attention to detail.
- Demonstrate interpersonal skills in dealing with the public in a courteous and professional manner.
- Provide, at own cost, a Criminal Reference Check.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's license, and have an acceptable driving record.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity rate of pay: \$36.60 per hour. The successful candidate will be paid at the reduced rate until the minimum qualifications have been met.

#### **How To Apply**

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Monday, July 7, 2025**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

#### **Live outside Canada or new to Canada?**

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

#### **Contact Us:**

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)