

Building Operator

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| Department: | HR & Facilities Services | Competition #: | 26-SS-04 |
| Campus: | Windsor | Classification: | Support Staff |
| Posting Type: | Internal/External | Payband: | I |
| Status: | Appendix D Up to one-year term with possibility of extension. | Hourly Rate: | \$40.39 - \$46.64 |
| Position Testing: | Yes | Hours Per Week: | 40 Hrs./Week Monday to Friday, 10 AM – 6:30 PM |
| Clerical Testing: | No | Closing Date: | Wednesday, January 28 th , 2026 at 4:30pm |
| Start Date: | ASAP | | |

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY

Under the direction of the Manager, Facilities Maintenance and Energy Management, the incumbent's position is to perform work of a skilled and specialized nature in designing, modifying, fabricating, repairing and replacing equipment related to the operation, maintenance and installation of the powerhouse and associated heating, ventilation and air conditioning systems including high temperature, high pressure heating systems and building automated control system as well as the Class A Swimming pool. The incumbent will ensure that all work meets standards, building codes and government regulations. The incumbent shall provide excellent customer service to the College population. The incumbent may also perform other duties related to and assigned by the Manager, including providing assistance to other trades personnel. The incumbent will be required to work a shift of 10:00am-6:30pm Monday to Friday. Occasional call-ins for equipment failures off hours occur infrequently.

CORE DUTIES & RESPONSIBILITIES

- Maintains the College's powerhouse, swimming pool and heating and refrigeration equipment by documented routine and scheduled maintenance and repair of all associated equipment throughout the campus. Checks all running equipment for proper operation. Maintains consumption records where appropriate and undertakes maintenance of high temperature/high pressure and low temperature/low pressure boilers, heat exchangers, steam generators, chillers, compressors, sewage and storm pumps. Cooling tower maintenance, minor electrical and minor plumbing and all other plant related equipment. Responsible for maintenance of pool. 60%
- Completes new installations of equipment related to the operation of the powerhouse swimming pool and associated heating and cooling equipment throughout the campus. Grease, oil change filters, perform minor repairs and chemical testing. Change fan belts, etc. on various equipment as necessary. 10%
- Assist with the installation, repair and maintenance of electrical and plumbing/drainage systems, lighting, fire alarm, HVAC and natural gas systems. 10%
- Undertake preventative maintenance on mechanical/electrical equipment including grease, oil change filters, perform minor repairs and chemical testing. Change fan belts, etc. on various equipment as necessary. Also assist other skilled trade workers when workload allows. 10%
- Order/purchase parts and make recommendations for the purchase of replacement parts or new equipment. Consults with Facilities Construction and Engineering Department to assist in building renovation planning. Assists with updates to HVAC, refrigeration, and AC system as-builds. Monitor and check new installations performed by contractors and reports problems/deficiencies. 5%
- Deal with emergency situations, concerning equipment and facilities and other related duties. 5%

MINIMUM QUALIFICATIONS

EDUCATION

The ideal candidate must possess a minimum of a 2-year College Diploma in related field and/or applicable education or experience. As well as a Third-Class Stationary Engineer's Certificate

EXPERIENCE

The ideal candidate must possess a minimum of 3 years' recent and related experience

- An extensive knowledge of all aspects of HVAC, Refrigeration and Air Conditioning systems and building automation systems in a commercial or institutional setting.
- A general knowledge of other systems including electrical, ventilation, air balancing, ice machine service operation and repair, welding, pneumatics, hydraulics, standby generators, fire alarm systems, natural gas, master clocks, blueprint reading, building management systems and energy management.
- Basic Computer Literacy

ANALYSIS & PROBLEM SOLVING

- Repair of building systems and equipment
- Major equipment failure in an HVAC/Refrigeration/AC system.
- Chemical issue. Problems with faulty boilers (Sportsplex)

PLANNING/COORDINATING

- Plans and undertakes regular maintenance activities on high and low temperature/pressure boilers, heat exchangers, steam generators, chillers, compressors, sewage, and storm pumps. Cooling tower and mechanical/electrical equipment.
- Plan for chemical testing and maintenance on various mechanical-electrical/plumbing equipment throughout the College.
- Major chemical or electrical problem with swimming pool.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>. We do not use artificial intelligence (AI) to screen or assess applicants nor do we request or collect personal information beyond what is needed for the application process. Candidates can confirm the legitimacy of any job posting by checking the St. Clair College careers website.

Canadian work experience is not a requirement. Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.