

The Manitoba Institute of Trades and Technology (MITT) offers post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.

MAINTENANCE COORDINATOR

Full-Time, 40 hrs/week

Reporting to the Manager of Operations, the Maintenance Coordinator is responsible for overseeing the maintenance of machinery and equipment. The Coordinator will manage all operational systems, including preventative and corrective maintenance. He/she will be responsible for the supervision and coordination of maintenance staff, including assigning tasks and assessing performance.

Responsibilities include but are not limited to:

- Oversee the effective daily operation of MITT building plants and mechanical equipment including: diagnosing, servicing, maintaining and repairing building systems.
- Coordinate work, and supervise and direct maintenance staff to ensure that the facilities are working effectively.
- Oversee training, mentoring and development of maintenance staff.
- Assist in developing and implement policies and procedures for effective Preventative Maintenance.
- Coordinate life cycle and other bench marking tools to assure preventative maintenance, reactive repairs and long term renewal of facilities are maintained.
- Conduct annual reviews to evaluate and improve operations of equipment, for inclusion in the Capital Plan. Perform maintenance tasks to keep equipment operating, this may include performing the work or overseeing contractors to perform the work to a satisfactory level.
- Maintain a centralized filing system and database of warranties, maintenance contracts, HVAC, electrical, plumbing plans and specification, and other related facilities documents.
- Meet a flexible work schedule including evening and weekends (if required); and be on call for emergencies as needed.

Required Qualifications and Experience:

- Must be a MB Journeyperson/Red Seal commercial HVAC Technician
- Minimum of 4 years field experience in HVAC industry.
- Commercial gas fitter license an asset
- Experience supervising staff
- Strong problem-solving skills
- Strong oral and written communication, and effectiveness listening skills
- Excellent customer relations skills
- Knowledge and experience with Microsoft Office products
- Driver's license is required
- Own vehicle required.

Application deadline: March 19, 2018 at 8:30 am

Submit a cover letter and a detailed resume to Human Resources at HR@mitt.ca or fax: 204-488-4152.

Quote **2017-036** in the email subject line. Please include your salary expectations.

We are growing, come grow with us.

MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.

MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large.

Applicants are encouraged to self-declare. This position requires the successful completion of a Criminal Record check including vulnerable sector.

We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.