



Western Development Museum
Saskatoon

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**THE WESTERN DEVELOPMENT MUSEUM - SASKATOON
is now accepting applications for the following position**

Facility Maintenance Coordinator

The WDM Saskatoon is looking for a person to oversee the Museum buildings, systems, equipment and grounds in Saskatoon and ensure they are maintained to an exceptionally high standard.

Our Facility Maintenance Coordinator is responsible for:

- The overall maintenance, safety and security of the facility, grounds, equipment and vehicles
- Providing oversight of the buildings computerized environmental control systems
- Inspecting and maintaining the boiler system, mechanical systems and equipment.
- Initiating and undertaking projects small and large focused toward facility improvements.

We are looking for a Facility Maintenance Coordinator who is:

- Passionate about maintaining mechanical and structural standards.
- Mechanically inclined and able to affect repairs.
- In possession of a Fireman's Certificate or higher.
- Experienced in the operation and maintenance of large hot water heating systems.
- Experienced in using machinery, power equipment and tools, fork and aerial lifts.
- Capable of working both indoors and outdoors in all seasons.
- Able to work willingly as a team member in a collaborative environment with many people.
- Physical condition adequate for accomplishing all responsibilities including; ability to lift between 16 kg (35 lbs) and 23 kg (50 lbs) and move up to 45 kg (100 lbs); and, to negotiate stairs or ladders, awkward spaces, and work safely at heights.
- Able to quickly recognize and assess when repairs or improvements are needed.
- Willing and able to undertake the completion of projects and repairs.
- A strong communicator - both orally and in writing.

A detailed job description outlining required skills, qualifications, and hours of work is attached. The salary range is \$40,820 - \$51,636 annually with a pension and benefit package. The work schedule is 72 hours per 2-week pay period.

If you're interested in joining our team, **please apply online at <http://wdm.ca/jobapplication>**

Applications must be received by May 21, 2019

We thank everyone interested in this position but will only be contacting selected applicants.

Job Title:	Facility Maintenance Coordinator
Immediate Supervisor:	Museum Manager - Saskatoon
Functional Supervisor:	Facilities Manager
Direct Reports:	Grounds Care – Maintenance Technician
Position Mandate: Responsible for maintaining mechanical and structural standards throughout the WDM Saskatoon and making repairs when required.	
Representative Duties	
<ol style="list-style-type: none"> 1. Building Maintenance <ul style="list-style-type: none"> • Ensure the Museum building is maintained through regular inspection and maintenance schedules. • Operate and maintain the building’s boiler and mechanical systems. • Troubleshoot and at times repair issues with plumbing, lighting, heating, refrigeration and electrical systems. • Undertake general upkeep of the building structure including, but not limited to, entry ways, paint, flooring, windows, doors, etc. and initiate repairs as required. • Operate and maintain the Building Computer Control System and automated control equipment. • Arrange for testing the WDM fire, sprinkler and security alarm systems. • Assist with building maintenance needs for special events and rental functions. • First responder on list for building and security alarms. 2. Museum Grounds Maintenance <ul style="list-style-type: none"> • Ensure the maintenance of Museum grounds by providing oversight and assistance when required including; <ul style="list-style-type: none"> ○ Summer - maintain lawns, trees, parking lot, demonstration areas, drainage ditches, watering and water control of Museum grounds and Boomtown Park. ○ Winter - snow removal around the building, parking lot, walkways, and fire exits. 3. Equipment <ul style="list-style-type: none"> • Establish and maintain inspection and maintenance schedules for equipment and vehicles including safety inspections and vehicle registrations. • Ensure all Museum equipment (forklift, aerial lift, and tractors, etc.) is in good operating condition. Oversee the maintenance of lawn care equipment, forklift, aerial lift, and tractors. 4. Museum Shops <ul style="list-style-type: none"> • Assess safety equipment and procedures for facilities, grounds and workshops, in consultation with facilities and grounds maintenance staff. Works with the Museum’s OH&S committee to identify and improve safety concerns and related procedural gaps with respect to facilities, grounds, equipment and workshop areas. • Ensure the use of safety devices and protective equipment and procedures to minimize the frequency and severity of work-related accidents. 	

EDUCATION AND EXPERIENCE
The position requires a minimum 3 years of pertinent experience. Certification in a related trade is a definite asset and a Fireman Certificate is required. An equivalent combination of education and experience will be considered.
ACCOUNTABILITIES
<ul style="list-style-type: none"> • Boilers and mechanical systems are monitored and maintained. • Museum grounds are maintained, and public areas are safe and aesthetically pleasing. • Museum vehicles are maintained, inspected and vehicle registrations are up to date. • The building environment control systems are operated and maintained to optimize the physical integrity of the collection. • Building repairs are identified, documented and undertaken as expediently as possible. • Vehicles and equipment are maintained and in good operating condition. • Volunteers are effectively monitored in the safe use of the shop and its tools and equipment. • Safety and security procedures across the Museum's grounds and facilities are thoroughly assessed and recommendations for improvements are practical and timely. • Positive and professional relationships and communications are maintained with internal and external contacts essential to performing the position's duties. • Staff, volunteer, visitor, and public observations regarding the incumbent are positive and appreciative. • Occupational health and safety requirements are maintained. • The incumbent's work areas are maintained in a professional and organized manner. Project work areas are always cleaned after usage. • Policies, procedures, laws and regulations relevant to the position are followed. • Staff receive the assistance they need to deliver services under tight timelines when and as requested. • Staff understand their assignments and have both the training and resources needed to complete them satisfactorily and safely.
JOB SCOPE
Plans and prioritizes own and others' work to complete a range of assignments with competing deadlines and priorities. Undertakes a variety of routine duties, working with established policies, guidelines and procedures. Works in cooperation with others when completing safety and security responsibilities. Applies some discretion when performing assigned tasks, within established standards.
EFFORT
The work flow is very steady and occasionally experiences high volumes of work requiring the coordination of work with others. Work often requires sustained physical effort. Must meet deadlines on a routine basis. Work can measurably be affected by several functions within the museum and many problems are addressed through solutions involving a variety of possible approaches where outcomes are unknown. This may cause moderate stress.
WORKING CONDITIONS
The incumbent works in a shop environment and in all the Museum's areas on a routine basis. The work is moderately physical and includes the use of power tools and equipment. Frequently lifts moderately heavy loads and uses readily available assistance when handling heavy loads.