

Building Service Technician - 2905

Job Title

Building Service Technician

Job Type

Permanent Full-time

Career Level

Support

Education

DEC

Category

Building Management and Maintenance

Salary Grade

Building Service Technician (C413) - \$27.23 - \$37.96

Job Description

IMPORTANT:Effective immediately

DEADLINE TO APPLY: March 6, 2026

JOB SUMMARY UNDER THE DIRECT SUPERVISION OF THE FACILITIES MAINTENANCE COORDINATOR, THE BUILDING SERVICES TECHNICIAN WILL ENSURE THE OPERATION AND MAINTENANCE OF ALL HVAC CONTROL SYSTEMS AND MECHANICALS AND IMPLEMENT REGULAR AND PREVENTIVE MAINTENANCE PROGRAMS FOR THESE SYSTEMS. IN ADDITION, THE BUILDING SERVICES TECHNICIAN CAN WORK ON DIFFERENT STAGES OF A BUILDING'S LIFECYCLE PERFORMING VARIOUS TECHNICAL WORK RELATED TO THE DESIGN, PREPARATION, VERIFICATION AND SUPERVISION OF BUILDING DEVELOPMENT, RENOVATION, RESTORATION OR CONSTRUCTION.

DUTIES AND RESPONSIBILITIES

- Remotely monitor, update, set schedules and adjust controls on the College's building automation system(s)
- Maintain, operate and adjust local pneumatic and electric HVAC and other environmental control systems
- Operate and ensure good working condition of the controls for air conditioning, ventilation systems and other environmental control systems and their related equipment
- Detect and analyse problems and coordinate resolutions by adjusting the systems or scheduling and dispatching the appropriate personnel/external contractor.
- Carries out regular inspections of buildings and building systems
- Maintain and operate the energy conservation hardware and software computer systems
- Support the study and proposal of various energy conservation programs and implement after FMS management approval
- Responsible for the operation, maintenance, inspection and installation of systems related to heating, ventilation air conditioning & refrigeration and related equipment
- Proactively ensure proper operation, maintenance and verification of heating and cooling installations and ventilation systems
- Work with other maintenance personnel to establish written procedures for all HVAC systems' start-ups and shut-downs
- Implement maintenance programs for all mechanical systems, i.e. regular inspections and testing, immediate repairs, recommendations for major repairs or necessary improvements as required
- Set up and maintain an inventory of services as well as parts necessary for the safe operations of all systems
- Operates and updates specialized Facilities databases of information
- Gathers the necessary information for the preparation of development, renovation, restoration or construction projects. May be required to estimate costs and quantities of materials and labour necessary to carry out projects
- Ensures compliance with the building code, municipal bylaws and space requirements
- Receives requests and problem reports regarding comfort on the premises and then verifies and analyses the situation, proposes solutions to problems or anomalies and takes the necessary corrective actions

- Supports building renovation, restoration or construction work and collaborates with architects or engineers engaged in the projects as requested
- Gathers, files, archives and provides input for the updating of plans and other documents in his field.
- Can be called upon to prepare sketches, draft specifications for the purpose of requests for proposals and sees to it that work conforms to the specifications
- May coordinate the work of support personnel involved in technical operations or programs for which he is responsible and to train them
- Perform other related tasks as may be assigned

EDUCATION: To have a diploma of college studies (DEC) in building mechanicals, in architecture or in civil engineering according to the appropriate field, or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

SPECIFIC REQUIREMENTS

- Three to five years of relevant experience in a large organization with a demonstrated competence in this field an asset.
- General knowledge of buildings, building systems, and maintenance/repair thereof, including but not limited to plumbing, electrical, carpentry, and other maintenance work.
- General knowledge and understanding of maintenance systems such as ticketing/work order systems, preventative maintenance schedules, client services, and maintenance work practices and techniques.
- Ability to read mechanical, electrical and controls drawings
- Knowledge of MS Office (Word, Excel, etc.)
- Knowledge of work safety procedures and ability to perform work in a safe manner with safety regulations.
- Knowledge of, or ability and willingness to learn, computer systems and applications applicable to the building trade fields and preventive maintenance programs.
- Ability to identify maintenance problems and the magnitude of those problems.
- Ability to identify potential hazards and problems relating to the safety of building occupants and the integrity of the facility.
- Proven ability to work autonomously – (i.e. with minimal supervision)
- Excellent follow-through and follow-up skills
- Ability to organize work efficiently, multi-task and produce work under pressure
- Superior initiative, interpersonal skills, diplomacy, patience and discretion
- Ability to understand and analyze complex information and present it simply and accurately
- English – (intermediate oral, written comprehension and written)
- French – (intermediate oral, written comprehension and written)

Required Tests:

Testing may be required to demonstrate knowledge of:

- English – (intermediate oral, written comprehension and written)
- French – (basic oral, written comprehension and written)

Organizational Unit

John Abbott College -> Facilities and Information Technology 7090 -> Facilities management services 7020

Location

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

Team

NON-TEACHING TEAM

of Hires Needed

1

Deadline Date

3/6/2026

John Abbott College adheres to an Equal Access to Employment Program, and invites women, visible minorities, ethnic minorities, indigenous peoples and persons with disabilities to submit their applications.

We thank all candidates who submit their resumes for consideration. However, only those candidates selected for an interview will be contacted. If your work experience has changed or if you have acquired additional education since your last visit, be sure to submit your updated resume so that we may review your full career path. If you are applying from a mobile device (smartphone, tablet), you will receive an acknowledgment email asking you to update your file by submitting your CV in order for your application to be considered.