



Facilities and Maintenance Technician

Location: Wembley, AB

Company: Philip J Currie Dinosaur Museum

Reports to: Head of Operations

Term of employment: Full time permanent

Hours of work: 7.5 hours per day / 37.5 hours per week

The Facility and Maintenance Technician plays a crucial role within the Philip J. Currie Dinosaur Museum. Due to the scope of the building mechanical systems, it is expected that critical thinking skills play a key role in the daily operations throughout the building.

This position requires some weekend and holiday work. The individual must be willing to work at least two weekends a month as required and most statutory holidays. This position may be adjusted to a Tuesday - Saturday work week to accommodate museum hours. This position has limited supervisory function, requiring the ability to adapt hours as required, and a solid understanding of how a reporting structure works.

The museum is a tourist venue. As such, the summer season is the busiest. Vacation for this position is limited to a maximum of one week during the peak season (June, July, August).

Competencies determined to be essential for this role:

- Articulates museum's vision and mission to work towards achieving goals.
- Critical thinking abilities to assist the Head of Operations with critical decision making.
- Integrity - understanding the ramifications of actions. Providing positive reinforcement by supporting museum projects and direction.
- Responsibility through honest and accurate documentation.
- Effective communication skills, both internally and externally.
- Professionalism in every aspect of museum employee representation.
- Agility - you understand the need for change and use common sense and past experiences to approach ambiguous problems.
- Build collaborative environments - you work in an open, honest manner with colleagues and create sharing opportunities.
- Drive for results - you work to exceed goals and partner with others to achieve objectives.



- Creative Problem Solving - you are open to new ideas and break problems down to identify solutions

Description of primary roles and responsibilities

- Report any new or ongoing mechanical issues to the Head of Operations in a timely manner.
- Ensure that follow up has occurred for any related issues previously reported.
- Accurately completing records of daily mechanical readings.
- Assisting in overseeing contractors who are working within the museum.
- Assist with the external contractors.
- Under the direction of the Head of Operations, coordinate external work with the County representatives.
- Ensure that all correspondence between outside parties is exchanged through the Head of Operations.
- Complete minor repairs, building projects that may arise, as well as the general upkeep of the museum that are within the scope of knowledge for the employee under the direction of the Head of Operations.
- Maintaining all areas of the building and grounds, ensuring cleanliness and safety. This includes but is not limited to grass cutting, snow removal, garden weeding, playground inspections, garbage collection and other tasks as assigned.
- Assisting in the custodial duties required within the building. While these duties do not fall solely on one individual, the Maintenance Technician moves freely throughout the building and can identify areas of concern during daily operations.
- Coordinating with the Head of Operations, ensuring that supplies are stocked, and custodial equipment is maintained.
- Assist with all building shut down procedures in the event of an emergency and assist the Executive Director and/or the Head of Operations in assessing the building condition, locating personnel, shutting off utilities, and delivering status reports as required.
- Ensure the security of the building when you are last out.
- Keeping all relevant safety tickets up to date.
- Immediately report OH&S incidents, near misses, unsafe conditions, and/or at-risk behaviours to their supervisor; then diligently worked to correct the problem.
- Ability to work alone.



- Ensure Pipestone Bone Bed, trail and area is safe for staff and guests.
- Assist with fieldwork as needed.
- Assist with Education and Programming as needed.
- Other duties as required/assigned.

Qualifications

- General understanding of HVAC, plumbing, electrical systems and boilers.
- Experience in all areas of building maintenance.
- Basic computer and technology skills, including Microsoft Office applications.
- Mechanical aptitude.
- Ability to perform equipment upkeep and service.
- Proven ability to document information.
- Knowledge and experience of building management system software.
- Water treatment system operation.
- Ability to use machinery such as forklift and/or tractor.
- First Aid, WHMIS, Fall Protection and Fall Arrest, Forklift tickets, all assets.
- Class 4 drivers license with clean drivers abstract or ability to obtain class 4 within 3 months of employment.
- Clear criminal record check.
- Must be physically able to perform the manual duties as described above.

Experience or knowledge that will be considered an asset.

- Experience with construction and renovation practices including use of hand and power tools.
- Experience with safe operation and maintenance of relevant equipment and tools.
- Experience with or knowledge of fire alarm and fire sprinkler equipment operations.
- Experience with or knowledge of relevant provisions of legislation, regulations, directives, and policies (OH&S and WHMIS regulations, first-aid and CPR standards)
- Basic skills for reading blueprints and able to guide contractors to appropriate work locations.
- Experience using tools associated with repair and maintenance of buildings and mechanical systems.
- Knowledge of policies, procedures and collective agreements with respect to human resources.



To Apply

We are an equal opportunity employer, and any eligible person is welcome to apply for this position. If interested, please e-mail your cover letter and resume to the following address:

Attention: Rachelle Pinard-Kulovits

E-mail: HR@dinomuseum.ca, operations@dinomuseum.ca

Please note only successful candidates will be contacted and scheduled for an interview. Virtual interviews are possible.

About the Philip J. Currie Dinosaur Museum

The PJCDM is located 2 km outside the Town of Wembley and approximately 33 km from the City of Grande Prairie. While the successful candidate is responsible for finding their own accommodation in the Grande Prairie area, the museum can suggest some potential options. The successful candidate must be present, in-person, at the museum during work hours. They must be willing to work some evenings and weekends to accommodate volunteers and special events.