



**We're Putting
Wellness First**



**We're Turning
Innovation into Action**



**We're Committed
to Collaboration**



Limestone
DISTRICT SCHOOL BOARD

See yourself in Limestone

Where everyone achieves success and well-being

THE LIMESTONE DISTRICT SCHOOL BOARD

CRAFTSPERSON 1 - PREVENTATIVE MAINTENANCE TECHNICIAN

40.0 HOURS/WEEK

CURRENT HOURLY RATE OF PAY: \$31.88 PLUS A COMPETITIVE BENEFIT PACKAGE

EFFECTIVE: IMMEDIATELY

Limestone District School Board, located on the shores of Lake Ontario proudly serves approximately 20,000 students at 49 elementary schools, 10 secondary schools, and Limestone Community Education Centres in the Townships Central Frontenac, Addington Highlands, North Frontenac, South Frontenac, Loyalist and Stone Mills, as well the Town of Greater Napanee and Kingston and the Islands. Our school district covers a geographic area of 7,719 square kilometers and includes more than 3,000,000 square feet of Board facilities.

Position Summary

Under the direction of the Mechanical Maintenance Supervisor, the Technician is responsible for the trouble shooting and maintenance of the Boards heating, ventilation, and Air Conditioning (HVAC) systems.

Summary of Duties and Responsibilities

- Preventative maintenance and trouble-shooting of boiler, burner, air conditioning, circulation system, control and electrical systems and take corrective action.
- Annual servicing of HVAC Systems, circulating systems and assisting with HVAC controls systems maintenance.
- Establish and maintain a regular servicing program of a variety of commercially sized heating and cooling equipment including hot water systems, control systems, forced air systems, heat pumps, and compressors and cooling towers.
- Prepare brief concise technical reports recommending action required or action taken, to maintain all heating and cooling systems.
- Maintain operations and analysis logs for various school heating/AC systems.
- Monitor and access appropriateness of water treatment programs for various heating/cooling systems.
- Respond to emergencies after normal working hours when necessary and available.
- Works with other Facilities Craftsperson as required.
- Work in a healthy, safe, and responsible manner.
- Ensure that materials and equipment is used in accordance with manufacturers' instructions.
- Ensure understanding and follow all manuals, instructions and directives that are issued.
- Perform all duties and responsibilities of this position as assigned while remaining compliant with applicable building, construction, trade and safety codes, standards, regulations, and legislation.

Mission

We prepare students within safe and inclusive environments to embrace a changing world as lifelong learners and informed, responsible citizens.

Vision

Together we embrace and foster engaging and innovative learning where everyone achieves success and well-being.

Values

Accountability | Collaboration
Fairness | Inclusion
Integrity | Perseverance
Optimism | Respect





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- Participate in training, courses, and professional development, as required.
- Perform other related duties consistent with the level of responsibility of the position assigned.
- Ability to Use Energy Management Systems for troubleshooting and maintenance purposes

Qualifications & Experience Required

- A valid Ontario Driver's License
- Gas fitter #1 or #2
- Ontario Refrigeration and Air Conditioning Mechanics Certificate 313A
- 3 years of related experience in a multiple building environment
- Community College Building Systems Operation Certificate would be an asset
- Other combinations of job-related education, training and experience may be considered

Skills and Knowledge Required

- Good working knowledge of general HVAC systems in a large commercial / institution setting.
- Physical ability to perform the duties of the position.
- Ability to relate with staff, students, and the public in the school environment.
- Knowledge of Health and Safety Act, WHMIS, First Aid, Building, Construction, Trade Codes Standards, Regulations and Legislation.
- Demonstrated ability to operate equipment
- Demonstrated ability to safely use ladders, scaffolding and lifts inside and outside of building
- Demonstrated ability to communicate effectively, both written and orally with the public, students, and staff.
- Ability to operate a computer including word processing software, email, and the internet.
- Must be willing to learn new systems and processes, as well as attend training/courses/professional development as required.
- Ability to respect confidentiality of information, practice tact and diplomacy.
- Ability to interpret and follow construction documentation and shop drawings.
- Ability to work with limited supervision.
- Demonstrates experience and commitment to EDI (Equity, Diversity, and Inclusion)

How to Apply

Interested applicants are asked to submit an application package that includes a cover letter and resume outlining how your qualifications, skills and experience relate to the position as well as **proof of qualifications**. Packages must be submitted by **4:00 p.m. on Friday, May 10, 2024** to [Apply to Education](#)

- A cover letter addressed to Erika Reynolds, Human Resources Consultant – Support Staff
- Your resume detailing your skills and experience

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- Proof of qualifications (Copy of Diploma/Certifications) uploaded on your Supporting Documents page within your Apply to Education account

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodations at any time during the recruitment process. Please submit your accommodations requests to Erika Reynolds at reynoldserika@limestone.on.ca **if you are offered an interview.**

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective employees in any way, and such information will remain confidential.

The Greater Kingston Area promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the Limestone District School Board, including equitable recruitment, retention & promotion practices, please visit www.limestone.on.ca

Commitment to Diversity & Inclusion

Across Limestone District School Board, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The Limestone District School Board is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application, to self-identify as someone who has lived experiences as a member of one or more of these groups and who can bring valuable, diverse knowledge and perspective to our District and the students and communities we serve.

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process.
Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

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