



The University of British Columbia

Standard Job Description: Mechanical Maintenance Assistant

Unless mutually agreed, it is understood that there will be no more than three (3) full time employees holding this position.

JOB SUMMARY

Under the direction of Head or designate performs unskilled and semi-skilled duties on building mechanical systems.

TYPICAL DUTIES

1. Check HVAC filters and ordering of replacements.
2. Perform filter changes, including delivery of new filters and disposal of old filters, cleaning of plenums and coils.
3. Through visual checks reports to Head or designate any maintenance and operations concerns that may have been observed.
4. Assist Mechanical Trades as directed.
5. Drives vehicles and delivers materials as required.
6. General cleaning of Shops and Mechanical Facilities as directed.
7. Wipes down mechanical equipment.
8. May be required to perform other duties as related to the qualifications and requirements of the classification.

WORKING CONDITIONS

Working day spent in buildings managed by the University and reports daily to Shop Head or designate for work assignments. Work would normally take place on afternoon shift but may be reassigned to rotating and day shift depending on operational requirements.

QUALIFICATIONS

1. Skills & Abilities:
 - I. Working knowledge of WHMIS, WCB safety standards.
 - II. Working knowledge of tools associated with building mechanical systems.
 - III. Physical ability to perform work.
 - IV. Ability to work at heights and in confined spaces.
 - V. Ability to operate related equipment.
 - VI. Ability to organize the work.
 - VII. Ability to work with minimum supervision.
 - VIII. Good verbal and written communication skills.

IX. Demonstrated mechanical aptitude and skill in use of hand tools.

2. Experience:

Minimum of two (2) years of recent experience with building mechanical systems.

3. Education:

- I. Grade 12 graduation.
- II. Valid Class 5 Drivers license.