

FACILITY MAINTENANCE OPERATOR

Part-time Hourly Position

Since opening in 1993, RBC Place London, formerly London Convention Centre, has built a reputation for delivering exceptional service and creating memorable experiences. Our goal is to exceed expectations with every event, and the loyal guests who return time and again are a testament to that success. With 70,000 square feet of versatile event space, we offer a modern, welcoming venue that leaves a lasting impression.

Wanting to join our exceptional hospitality team? We are currently seeking an enthusiastic and motivated part-time Facility Maintenance Operator to join our Facility Services department.

Position Overview

The Facility Maintenance Operator plays a vital role in ensuring the efficient operation of the building's mechanical, electrical, structural, and related systems. This position supports an exceptional guest experience by maintaining the functionality of all building systems and services, addressing any issues promptly, and ensuring a safe, comfortable, and well-maintained environment.

Reports to the Building Maintenance Manager.

Main Duties – Nature & Scope

BUILDING SYSTEMS

- Responsible for checking control systems including mechanical HVAC, electrical, plumbing, etc.
- Maintain basic understanding of facility management system, fire alarm control panels, security functions and equipment operation.
- Monitor facility management computer system; investigate alarms/warnings; and ensure prompt response to indications of any damage or danger.
- Schedule and alter temperatures, lighting, mag locks, escalator, elevator, air handling unit operation as required based on building occupancy and guest needs.

MAINTENANCE

- Complete Preventive Maintenance Program scheduled tasks; logging completion as directed.
- Perform hands-on miscellaneous maintenance functions including furniture/equipment repairs, air filter changes, painting, installations, lamp/fixtures/ballast replacement, office furniture/cubicle moves, changing locks, cutting keys, etc.
- Operate freight elevators, scissor lift, forklift and other equipment as required.
- Receive deliveries as required, assisting large vehicles entering the loading dock if required.

EVENTS

- Assist with BAS scheduling to ensure perimeter doors are scheduled to open and close based on client scheduled events and all interior space are at an appropriate temperature for the enjoyment of event attendees.
- Ensure all lights and interior systems including signage are working properly prior to scheduled events.
- Assist with power drops as required for tradeshow and all other scheduled events.
- Assist with banner hanging and display signage.

MISCELLANEOUS

- Ensure adherence to safe methods of work, use and storage of maintenance supplies, building equipment and tools.
- Ensure building is safe and secure unlocking doors in AM and locking in evening and monitoring traffic.
- Responsible for keeping the loading dock and maintenance areas clean and organized.
- Performs related duties as assigned.

Job Skills and Requirements

- Minimum 2-3 years' experience building maintenance and related duties.
- Perform unsupervised trade/technical requirements of the position once training is completed
- Some construction skills (i.e., carpeting, drywall, paints, drills, electrical, plumbing).
- Specific trades experience an asset.
- Basic knowledge of Windows 365
- Knowledge of building automation systems an asset
- Working at Heights certification and forklift/scissor lift license as asset

Hours of Work/Working Conditions

- The part-time Facility Maintenance Operator will work 8pm – 8am Saturday and Sundays
- The part-time Facility Maintenance Operator will work onsite at 300 York Street, London
- Start date: April 5th, 2025

Total Compensation

Hourly Start Rate: \$22.37

After 400 Hours Worked: \$24.37

Benefits: Complimentary underground parking, Employee Assistance Program, voluntary enrolment in the Ontario Municipal Employee Retirement System (OMERS) pension plan

How to Apply

Interested applicants are asked to email their resume to careers@rcplacelondon.com by **Wednesday, March 26th, 2025.**

We thank all applicants for their expression of interest; however, only those candidates selected for an interview will be contacted.

Please note: As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please let us know if you require any accommodation.