



Job Posting	Part Time Building Operator
Posting Date	Aug 4, 2023 Closing date TBD
Job Status	Casual Part Time (On call as needed basis)
Salary Range	\$27.93 to \$30.59 per hour
Benefits	Optional participation in retirement benefits (including OMERS) This is a unionized position represented by I.A.T.S.E. Local 357
How to Apply	If you think you're the right person for this role please submit your resume and cover letter to iwanttowork@centreinthesquare.com .

Position Overview

The Part Time Building Operator assists the Chief/Assistant Building Operator with the maintenance and supervision of the physical plant at the Centre In The Square and Kitchener Waterloo Art Gallery. Shifts are primarily evenings and weekends, with occasional day time vacation coverage.

Position Responsibilities

Reporting to the Facilities Manager, the Part Time Building Operator works with and under the guidance of the Chief/Assistant Building Operator to ensure the smooth operation of all environmental and life safety systems.

In addition to the above, the successful candidate will:

- be present during rehearsals and performances to provide support for any maintenance issues as required,
- monitor and ensure all HVAC systems including boilers, air handling units, exhaust fans, humidifiers, chillers and the cooling tower are working properly,
- monitor, schedule and adjust Honeywell building automation system,
- perform routine preventative maintenance on all HVAC systems including replacement of belts and filters and required lubrication and repacking of bearings,
- assist with seasonal change overs,
- perform preventative maintenance on the ice machines,
- troubleshoot and identify electrical maintenance requirements,
- change light bulbs in non-theatrical lighting fixtures,
- contact external HVAC, electrical, plumbing and other building related contractors as required,
- perform repairs and maintenance to theatre seating,
- confirm snow removal has been completed and touch up as necessary,
- complete general building repairs and maintenance,
- other duties as assigned

Education and Experience

Post secondary education in a related field or 2-3 years equivalent experience.

Building Environmental Systems Operator class 2 or equivalent certification is an asset.

Familiarity with Building Automation Systems, HVAC systems, plumbing, fire safety, and electrical systems

General building maintenance skills

Working at Heights and Elevated Work Platform certification preferred

Working knowledge of Ontario Electrical Safety Code, Ontario Fire Code and Ontario Building Code

Ability to read building plans and drawings

First Aid and CPR certification preferred

About Centre In The Square

The Centre In The Square Inc. (CITS Inc.) is a not-for-profit corporation, and registered charity, established in 1981 to maintain, operate and manage the 2,000 seat state-of-the art performing arts theatre situated in the Civic District of Downtown Kitchener. The theatre building, owned by the City of Kitchener, is also known as The Centre In The Square (CITS).

CITS Inc. works in the public interest as a presenter and arts enabler, playing a leading role in showcasing the best in local, national and international performers, with over 140 shows and concerts a year for the benefit of our entire region and beyond. Concerts, plays, lectures and comedy are but a few of the genres featured regularly throughout the year. Family programming is a priority, providing wonderful opportunities to introduce children to their first experiences with performing arts.

Housed in the CITS building is also the independently operated Kitchener-Waterloo Art Gallery. Local cultural groups such as the Kitchener-Waterloo Symphony and the Grand Philharmonic Choir, who present their own programs at CITS, are valued partners.

As a charitable organization, CITS Inc. receives an annual operating grant from the City of Kitchener that covers a portion of its expenses. Other revenue is self-generated through ticket sales, rentals, concessions, sponsorships, fundraising and grants from foundations and other levels of government. It is the vision of this organization to engage the community and bridge the space between artist and audience in a dynamic and sustainable way.

We are an equal opportunity employer that values diversity in people and we are committed to excellence and inclusion. We welcome resumes from underrepresented groups including visible minorities, women, Indigenous persons, persons with disabilities, and members of the lgbtq2s+ community. If you have a disability and require assistance with the application process, please call us at 519-578-5660 or email us at comments@centreinthesquare.com.

We thank all applicants for their interest, however only those considered for an interview will be contacted. No agencies please.