

JOB TITLE:	Computerized Maintenance Management Systems Analyst	JOB TYPE: Perma	anent
HOURS OF W	ORK: 35 hours/wk	SALARY RANGE:	\$63,372 - \$79,926/yr
POSTING DA	TE: April 2, 2020	CLOSING DATE:	April 23, 2020

Reporting to the Director, Operations, the Computerized Maintenance Management Systems Analyst will plan work orders, develops and implements preventative maintenance programs for the day-to-day operations maintenance activities.

Major Responsibilities

- Plan daily maintenance activities for in-house trades and maintenance staff by using Computerized Maintenance Management System (CCMS)
- Coordinate preventative maintenance programs and equipment shutdowns in accordance with the annual maintenance plan and assess, improve the job tasks and the frequency of preventative maintenance
- Administer and recommend parts inventory, ensures availability of parts and conducts corrective maintenance as required
- Primary contact with division coordinators, clients and third-party contractors in planning and scheduling work
- Provide reports for work completed, including progress reports and update the coordinators and director as required
- Assess the job to be completed, determine most efficient way to complete the work and assign work orders, track maintenance effectiveness, equipment history, and repair costs against the work orders
- Ensure completion of required approved permits for maintenance or scheduled work and confirms that the work is done
- Identify opportunities to improve the work order process, planning and/or performance through analysis of work flow, project demands, expectations and personnel assigned to work
- Evaluate job requirements, including the number of in-house trades to be assigned and labour-hours required
- Liaise with Booking & Contract Administrator to track work planning space holds in EBMS
- Schedule contractors when required to facilitate and coordinate the work orders as required
- Review and monitor labour cost data to reduce costs and recommends corrective actions
- Perform other duties as assigned

Required Qualifications

- 1. Post-Secondary education in a discipline pertinent to the job function or equivalent combination of education and experience.
- 2. Experience utilizing software packages (word processing, spreadsheets and electronic mail), PC based systems and a computerized maintenance management system.
- 3. Experience working in a unionized environment, with knowledge of multi trade equipment, processes and technologies including estimating and job costing.
- 4. Knowledge of building design, mechanical and electrical systems operations and maintenance.
- 5. Ability to generate reports, track and measure record progress and provide analytical summaries.
- 6. Good interpersonal skills with the ability to communicate effectively both verbally and written.
- 7. Proven customer service skills.

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca.

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at <u>humanresources@explace.on.ca</u> quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.