

Job Title	Building Mechanical Maintenance Technician	Classification	Grid Level 14
Department	Precinct Services	Date Updated	July 2026
Reports to	Maintenance Team Lead		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Precinct Services department is responsible for a variety of services in support of the Legislative Precinct buildings and grounds. Primary services include long-term capital planning and infrastructure development, facilities and property management services, including maintenance, repair and cleaning of the Precinct buildings and grounds, and food services. Precinct Services is also responsible for the provision of oversight, training, and support to Legislative Assembly departments in the areas of procurement and contract management.

JOB SUMMARY

Reporting to the Maintenance Team Lead, the Building Mechanical Maintenance Technician (BMMT) is responsible for performing various maintenance projects according to strict deadlines and within budget, which includes acquiring resources and planning work activities to deliver projects according to plan. The BMMT will be assigned to tasks supporting a variety of trades including carpentry, electrical, plumbing, and Heating, Ventilation, and Air Conditioning (HVAC).

KEY RESPONSIBILITIES

- Provides general support to trades staff by assisting with worksite preparation, transporting tools and materials, performing basic tasks under supervision, and ensuring work is carried out efficiently and safely.
- Schedules and performs preventive and planned maintenance and minor repairs to systems such as HVAC, plumbing, electrical, fire and security, environment and energy management, Client Comfort Systems, fabric repairs, lock and door repairs, lock replacement.
- Supports the operation and monitoring of HVAC systems.
- Coordinates renovations from inception to completion including communicating with clients on building concerns and needs.
- Performs inspections and recommends required maintenance, repairs and alterations for building fabric and systems.
- Responds to emergencies such as fires, leaks and equipment malfunctions.

- Records and provides status reports on equipment, tools, and maintenance plans.
- Maintains and updates service, maintenance, and client request data.
- Plans and organizes work activities to ensure service, maintenance and building repair requirements of assigned buildings are met.
- Operates a corporate vehicle and operates and maintains hand and power tools.
- Purchases goods and services up to \$1,000 and materials up to \$500.
- Participates as a department team member supporting the operational needs of the Facility Services team.
- Takes responsibility for maintaining a safe work environment, following safe work practices and procedures, and reporting potential hazards.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Chief Information Officer
 Director, Precinct Services
 Legislative Facility Manager
 Maintenance Team Lead
 Building Mechanical Maintenance Technician

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Minimum of 2 years of experience in a property management and/or trades environment.
- Valid BC driver's license.
- Experience supporting or assisting with HVAC system maintenance and repairs in a commercial or institutional environment, or completion of formal training in HVAC or a related mechanical program is considered an asset.
- Experience coordinating construction and maintenance projects is considered an asset.
- Hands-on experience with building systems and mechanical components is considered an asset.
- Experience working with cabinetry hardware, drywall plaster, scaffolding set-up, concrete work, T-Bar ceilings, demountable wall systems, paint, and staining is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of building, heating, ventilation, refrigeration, plumbing, electrical and fire codes.
- Knowledge of occupational health and safety practices as well as regulatory requirements for building construction and maintenance environments.
- Knowledge of commercial and heritage building systems and safe material handling requirements.
- Knowledge of various trades utilized in a facilities environment.
- Knowledge of property management processes.
- Self-motivated with the ability to work both independently and as a team.
- Strong problem-solving skills to address and resolve maintenance issues.
- Ability to interact with people in a tactful, professional, and discreet manner at all times.
- Ability to work under pressure and strict time constraints and respond quickly and appropriately to changing priorities.

- Ability to lift and move supplies and equipment between 40 and 50 pounds, climb ladders and work with various building maintenance products.
- Ability to respond to emergency or trouble calls on weekends and work schedules outside of regular business hours to minimize disruption to precinct operations.