

## BUILDING OPERATIONS ASSISTANT

*Ready to make your mark in the Arts?*

*Established in 1959, Canada's National Ballet School is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.*

*Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.*

**Canada's National Ballet School** is currently inviting applications for the **regular full-time** position of Building Operations Assistant.

To assist the Building Operator to operate and maintain the School's HVAC, building automation, energy management, life safety, fire, water and sanitary systems

### **Major Duties and Responsibilities**

- Keeps equipment, systems, and buildings ready for use by completing preventative maintenance schedules, reporting issues and anomalies to the Building Operator;
- Completes equipment and building repairs by following manufacturer's instructions and the School's maintenance procedures;
- Maintains a safe working environment by complying with all procedures, rules, and regulations;
- Regular working schedule Monday - Friday with day shifts; to attend emergencies at nights or weekends whenever required;
- Performs other duties as required to achieve the objectives of the Facilities Department.

### **Qualifications/Skills/Experience:**

- Apprenticeship or Post-Secondary education in one of the following trades: HVAC, electrical, mechanical, electronics, or controls, minimum of 3 years' directly related experience;
- Understanding of current energy management strategies;
- Sound knowledge of relevant health and safety regulations and procedures;
- Strong technical knowledge and skills in the operation and maintenance of: HVAC system, Building Automation system, Fire and Life Safety system, Water Treatment system, Sanitary and Storm Sewer system, Mechanical and Electrical systems;
- Purchasing skills and ability to effectively manage projects related to the department
- Knowledge and ability to safely operate power tools; physically capable of lifting and/or moving heavy objects;
- Ability to work in varied environments and the flexibility to deal with changing priorities;
- Strong computer skills (Word, Excel, Outlook)
- Good oral and written communication skills; ability to deal diplomatically with colleagues, staff and the public

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS. All employees of NBS are required to be fully vaccinated against COVID (accommodations will be made for legal exemptions).

**Anti-Oppression/Anti-Racism at NBS: NBS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.**

Qualified applicants should send their *resume and cover letter including salary expectations* to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and include "Building Operations Assistant 2022" in the subject line

**Consideration of applications will begin immediately.**

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.

Please visit [www.nbs-enb.ca](http://www.nbs-enb.ca) for more information.

***NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.***

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.