

SUPERINTENDENT Mechanical and Maintenance Operations

Major Responsibilities:

- Supervises staff in facility cleaning and the maintenance of mechanical equipment
- Coordinates staff scheduling and equipment to ensure maximization of resources
- Coordinates preventive maintenance and repair schedules
- Supervises and coordinates the work of contractors
- Assists in the preparation and monitoring of an operating budget
- Ensures that safe work practices are adhered to by staff and contractors
- Ensures proper functioning of boiler plant, HVAC systems air handlers, and chiller, cooling tower and sand filter
- Interviews, hires conducts performance reviews and takes disciplinary action as required
- Prepares reports, time sheets and keeps accurate records
- Responds to public complaints and inquiries regarding facility maintenance operations
- Liaises with cleaning and equipment product representatives
- Carries out workplace inspections

Key Qualifications:

1. Considerable experience in supervising activities associated with facility cleaning and maintenance of mechanical equipment
2. Considerable experience with HVAC systems
3. Considerable experience in the operation of related cleaning and repair equipment
4. Post-secondary education in a discipline pertinent to the job function or equivalent combination of education and experience
5. Ability to maintain accurate records, monitor budget and prepare written reports
6. Excellent knowledge of the Occupational Health and Safety Act, Corporate Health and Safety Policies, Collective Agreements, related Labour Legislation, Fire Code, Building Code and Public Health and Promotions Act
7. Must possess and be able to maintain a valid Province of Ontario, Class "G" Driver's Licence and must qualify for the City's equipment operating permits and requirements



June 26, 2016

Ashraf Naser
Human Resources Consultant
City of Toronto
4th Floor, Metro Hall
55 John Street
Toronto, ON M5V 3C6

Dear Ashraf Naser:

Attached is my resume in response to the posted job opportunity for the position of Superintendent Mechanical and Maintenance Operations, Job ID # 345678. This position appears to be an exciting opportunity where my extensive management and report writing experience will be of benefit to your unit.

My ten years of experience includes the repair and maintenance of various mechanical and electrical equipment to ensure it meets specified safe operating conditions. In addition, I have six years of experience directing the daily work activities of tradespeople, contractors and other staff and have used my knowledge and experience to recommend training and development opportunities to management.

My interpersonal skills are exceptional. On my most recent performance evaluation, my manager commented on my ability to direct staff in a kind but assertive manner. Currently, I am a member of the Management and Labour Relations Committee and take an active role in the resolution of grievance issues. This involvement has enabled me to develop superior conflict resolution skills that I can apply to the superintendent position.

Furthermore, I have thorough knowledge of the Occupational Health and Safety Act and other regulations that are relevant to the workplace. I also possess a valid Class G driver's license and am willing to do shift work.

I would be pleased to have the opportunity to further discuss how I could contribute to the success of your unit. You can reach me during the day on a confidential basis at 416-396-1111, or during evening hours at 905-625-9897.

Thank you for your consideration. I look forward to hearing from you in the near future.

Sincerely,

Feng Ku
398 Jackson Drive
Mississauga, Ontario
L4G 1K6

TORONTO Human Resources

Feng Ku
398 Jackson Drive, Mississauga, Ontario L4G 1K6
Home: 905-625-9897 Business: 416-396-1111
FKu88@hotmail.com

Career Profile

Six years' experience in planning, supervising and directing activities of staff. An excellent team player who works well with people at all levels of an organization. Fully versed in the maintenance, repair and replacement of mechanical and electrical equipment. Excellent communication and conflict resolution skills. Thorough knowledge of workplace safety practices and regulations gained through practical experience. Effective use of time management skills.

Work Experience

2010 – Present, **Foreperson**, City of Toronto

- Direct and coordinate activities of tradespeople and other workers engaged in facility electrical and mechanical maintenance, repairs, and construction
- Maintain and repair mechanical and electrical equipment to ensure it meets specified operating conditions
- Receive requests for maintenance and repairs, prepare and plan responses and dispatch staff or contractors in an appropriate timeframe
- Recommend new operating equipment and procedures resulting in annual savings of \$5,000
- Liaise with Superintendent regarding employee problems and worker assistance programmes resulting in improved environment and morale
- Assist in the preparation of the annual budget; monitor expenses to budget on a monthly basis
- Improved workplace safety by introducing new policies, procedures and equipment, resulting in decreased accidents and injuries

2005 – 2010, **Building Operator 1**, City of Toronto

- Responsible for the operation and maintenance of HVAC, electrical, plumbing, fire and related building systems
- Performed skilled and semi-skilled tasks in the installation, operation, cleaning and repair of mechanical and electrical equipment and repairs required in connection with general building maintenance
- Completed general maintenance work in connection with mechanical and electrical equipment, building services and facilities
- Coordinated work performed by trade contractors and provided training and guidance to custodial and caretaking staff at all locations
- Developed an extensive equipment maintenance program, resulting in reduced downtime, lower repair costs and improved service

TORONTO Human Resources

2003 – 2005, **Lead Hand**, Jackson Potato Chips, Toronto, ON

- Supervised and directed daily work activities of a staff of 30 employees
- Chaired joint occupational health and safety committee resulting in improved workplace conditions and fewer accidents
- Complete monthly report outlining reasons for discrepancies from budgeted costs for both labour and materials, resulting in improved systems and efficiency
- Schedule staff vacations to minimize work disruption

2000 - 2003 , General Labourer, NainSmith Industries, Ajax, ON

- Worked on general assembly line in the production of semi-conductors

Education

- Heating, Ventilation and Air Conditioning (HVAC) Technician Certificate, Durham College
- Trades Fundamental Certificate, Durham College

Licences

- Valid Ontario 'G' licence

Additional Training and Development

- City of Toronto
- Dealing with Difficult Employees, February 2014
- Conflict Resolution in the Workplace, August 2013
- Reducing Stress on the Job, September 2010

Other Courses

- Principles of Corporate Budgeting for Non-Financial Managers, September 2015
- Ensuring Quality Control, March 2015
- Effective Time Management Skills, February 2012
- Safety in the Workplace, September 2014
- W.H.M.I.S., April 2014