

Foreman in mechanical maintenance

Immediate superior: **Regional Director**
Category: **Salaried / exploitation**
Location: **We have several positions in the Montreal, Quebec and Gatineau regions.**

This person is in charge of a team of mechanics and labourers and oversees the smooth operation and progress of activities related to the maintenance and operation of the building's electromechanical systems.

TASKS AND RESPONSIBILITY

The Foreman or Forelady in mechanical maintenance carries out part or all of the following functions:

- ▶ Responds to complaints from tenants and building owner and makes a follow-up and a quality control of services provided;
- ▶ Registers all complaints in a computerized system and attends meetings with the owner's representative on predetermined days, as well as distribute service orders;
- ▶ Conducts the surveillance of refrigeration installations and must be available in case of emergency by pager or other communication means.
- ▶ Possesses a good decision making capacity in order to represent the contractor in the settlement and the coordination of administrative and operational interventions as well as maintaining the schedules and the number of workmen in place;
- ▶ Coordinates and plans preventative maintenance tasks;
- ▶ Carries out all other tasks related to his functions.

REQUIREMENTS

- › DEP in building mechanics or industrial or stationary equipment or equivalent;
- › Knowledge of the norms, rules and regulations in his field of activity;
- › Knowledge of the requirements of the other trades in a maintenance service
- › Be at ease with customer service.

EXPERIENCE

- › 5 to 10 years experience as a maintenance mechanic;
- › Pertinent experience in supervision.

APTITUDES

- › Dynamism, team spirit;
- › Good judgment, concern for a job well done;
- › Service sense.

MONTCALM Technical Services
Attention to Mrs. S. Rainville
200, Richmond St.
Lachine (Quebec) H8R 3Y8

Tel.: +1-514-368-1504
Fax: +1-514-368-1691
srainville@montcalm.com

www.montcalm.com