

## **DOOR TECHNICIAN**

Full Time Employment Opportunity

Reporting to the Manager, Facilities Services, the Door Technician is responsible for the programming, installation, troubleshooting, repairs, and maintenance of doors, overhead doors, and automatic door openers at all Manitoba Liquor and Lotteries (MBLL) locations.

### **Duties:**

- Maintain all types of doors and openers including, but not limited to, person doors, overhead doors, hatches, revolving and sliding doors, and automatic openers, according to current regulations. Inspect, maintain, service, coordinate, and oversee work as required.
- Install new doors and openers as required.
- Consult with equipment manufacturers for new specifications, repairs, and costs.
- Liaise and coordinate work with Key and Lock Technician as required.
- Prepare and conduct door and opener preventative maintenance, testing and service program and prepare work orders as needed to ensure reduction in wear and equipment failure.
- Identify, repair, and follow up on any safety-related issues, or doors and openers out of service in a timely manner.
- Provide technical support, training, and direction to end users and/or employee team members when applicable.
- Analyze failed control parts and components and correct malfunctions. Follow up with manufacturers as required.
- Diagnose problems using appropriate test equipment.
- Maintain knowledge and follow department safe work procedures at all times.
- Maintain a full materials inventory listing and specifications for products, components, and consumables as required.
- Purchase materials and process P-Card transactions as required.
- Identify, order, and maintain all related inventory.
- Manage workload processes, including receiving, prioritizing, and performing work; for customer service; service delivery, and evaluations.
- Consult the Manager, Facilities Services for contractor support as required and monitor/oversee contractors.
- Monitor the Computerized Maintenance Management System (CMMS) for service requests, work-orders, preventative maintenance, and inventory control. Maintain and update CMMS database, review, and close work orders when complete.
- Receive, review, and complete work orders and service requests, identifying any special requirements.
- Liaise with government agencies for permits as required.
- Perform job site inspections for planned work orders and service requests as needed and review with the requestor and equipment operators.
- Respond to urgent phone calls and assign or complete service requests.
- Ensure facilities shops tools, equipment, spare parts, and consumable inventories are maintained in accordance with 5S methodology (sort, set in order, shine, standardize, and sustain) in the workplace.
- Ensure operational instructions/labels are visible and identifiable for all equipment.

### **Primary Qualifications:**

- Completion of American Association of Automatic Door Manufacturers (AAADM) or equivalent certification. A combination of education and experience may be considered.
- A minimum of five years' experience servicing, installing, and maintaining various commercial doors, overhead doors, revolving doors, and automatic openers.
- Experience with low voltage wiring.
- Good customer service and communication skills is required.
- Strong working knowledge of blueprints and site maps are required.
- Proficiency in Microsoft 365 (Word, Excel, Outlook, OneDrive, and Teams).
- Have and maintain a valid Manitoba Class 5 Drivers License.

### **Secondary Qualifications**

- Industry certifications such as Overhead Door Technician (ODT) are an asset.
- Experience with Access Control is an asset.

*\*\*\*All Manitoba Liquor & Lotteries employees may apply. Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

*If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.*

**Salary:** \$27.30-\$29.42  
**Bargaining Unit:** UNIFOR  
**Location:** Central Services

Individuals should apply by completing our online application form at [www.mbl.ca/jobs](http://www.mbl.ca/jobs) or by submitting a resume and application to [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by January 31, 2024.**

*We thank all interested applicants, however, only those selected for interviews will be contacted.*