

BUILDING SYSTEMS TECHNICIAN

PERMANENT FULL TIME



Regina Airport Authority requires a Building Systems Technician responsible for operating, maintaining, and repairing various types of building systems including Heating, Ventilation, & Air Conditioning (HVAC) systems, plumbing systems, and vehicle wash bay systems along with ancillary equipment within these systems. Position duties also include basic commercial carpentry work and repairs, minor lighting fixture upkeep, and supporting building trades in the delivery of their duties.

ABOUT REGINA AIRPORT AUTHORITY

Employment at RAA

- Competitive salaries
- Group Health Insurance Plan
- Defined Contribution Pension Plan (7.5% match)
- Personal Wellness Spending Account
- Healthcare Spending Account
- 3 weeks paid vacation leave
- 3 weeks paid sick leave
- 1 week paid personal and family related leave
- Meaningful work that makes an impact
- Career growth and promotion opportunities
- Recognition of employee service anniversaries
- Employee and family events
- Free parking

Learning and Training

- Robust training program including core, positional and enhanced training
- Encouragement of lifelong learning through education and training opportunities
- Team member review designed to focus on individual career development and ongoing coaching, support and feedback

Community

- Actively promotes and supports our community through several initiatives including sponsorships

Communication

- Town-hall style staff meetings offered during the year
- Frequent communication through several different platforms
- Employee surveys
- Company intranet ("The Portal")

OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

OUR VISION

To be Saskatchewan's best airport experience.

WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

HOW TO APPLY

Like what you see and think you have what it takes to join our team?

Submit your cover letter and resume in confidence on or before June 25, 2025, by emailing hr@yqr.ca and quoting the position you are applying for in the subject line.

We thank all applicants for their interest. Only shortlisted candidates will be contacted.

BUILDING SYSTEMS TECHNICIAN

PERMANENT FULL TIME



RESPONSIBILITIES

- While promoting safety awareness, perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Assist with ensuring appropriate incident command response procedures are carried out in the event of an emergency.
- Perform all duties and responsibilities in a manner consistent with the company's Mission, Vision, and Corporate Values.
- Respond to operational emergency situations during and after standard hours of work for the purposes of resolving immediate concerns to ensure the safe and efficient operation of the airport.
- Operate, maintain, and repair building HVAC systems and controls. This includes but is not limited to air handlers, unit heaters, force flow units, boilers, chillers, and all related ancillary equipment.
- Operate and maintain computer-based building automation system.
- Operate, repair, and maintain automatic car wash systems.
- Basic maintenance and repairs of building plumbing systems.
- Inspect, maintain, and oversee repairs of underground water and sewer delivery systems.
- Ensure compliance with the City of Regina Cross-Connection Program.
- Ensure Federal Halocarbon Regulations (FHR) are followed for equipment that contains federally regulated substances.
- Maintain lighting fixtures throughout all corporate owned facilities by replacing burnt out bulbs and lamps.
- Support corporate energy management programming and ensure all building systems operate in the most efficient manner to help reach corporate carbon reduction targets.
- Procure required parts, materials, tools, and equipment to perform positional duties.
- Ensure adherence to the organization's preventative maintenance and work order programs.
- Ensure all equipment installed and work performed adhere to all relevant organizational, provincial, and federal regulations, codes, and specifications.
- Maintain inventory of equipment, manuals, and warranties.
- Ensure accurate building maintenance records are maintained.
- Keep current with best practices and new technology and adapt accordingly.
- Assist building trades in the performance of their duties.
- Commercial carpentry maintenance and repairs.
- Assemble, repair, and arrange office and building furniture.
- Ensure safe storage and use of hazardous materials, chemicals, and supplies as per WHMIS programming.
- May be required to take on acting responsibilities of other positions within the department.
- Participate in the annual corporate insurance review as it relates to the department's activities.
- Contribute to and support corporate events, initiatives, and internal committees.
- Participate in regulatory and corporate prescribed training and development activities.
- Understand and comply with all Corporate Policies and Procedures.
- Other related duties as assigned.

BUILDING SYSTEMS TECHNICIAN

PERMANENT FULL TIME



EDUCATION AND PROFESSIONAL EXPERIENCE

- Recognized post-secondary education of Building Systems Technician Certification equating of up to two (2) years of study and 12 months of job-related training experience in building systems operation, maintenance, carpentry and repairs; or 36 to 48 months of job-related training and experience.
- Equivalent combination of education and experience would be considered.

REQUIREMENTS

- Strong communication, organizational, and interpersonal skills to professionally manage a multitude of tasks in a customer focused environment.
- Ability to grow and maintain positive professional relationships with corporate departments, key business partners, and team members.
- Capable of performing within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Strong awareness and commitment to a healthy and safe working environment.
- A self-directed analytical person who possesses strong organizational, verbal, and written communication skills, with the demonstrated ability to work independently and collaboratively as a positive team member.
- Results oriented with the ability to effectively manage multiple priorities with conflicting demands and timelines, while being accurate and detail oriented.
- Knowledge, understanding, and experience with Building Automation Systems (BAS).
- Sound knowledge of processes and practices related to facility operations and maintenance.
- Demonstrated ability to maintain, troubleshoot, and repair mechanical and other building systems and equipment.
- Mechanical and electrical aptitude.
- General knowledge of building systems environmental regulations and policies.
- Ability to create, organize, and maintain maintenance schedules and files.
- Knowledge of local, provincial, and federal workplace compliance regulations and legislation.
- Knowledge of plumbing and carpentry maintenance.
- Strong computer skills, including Microsoft based applications with the ability to learn and adapt to new technology.

RATE OF PAY/ HOURS OF WORK

As per the collective agreement:

- Band: 6
- Rate of Pay: \$41.37 - \$44.72

***Please note: Effective July 1, 2025 the rate of pay will be: \$42.40 - \$45.84 (Band 6).

Employees paid based on 80 hours bi-weekly:

- Work is normally performed between the hours of 5:00 am and 7:00 pm seven (7) days per week.
- The hours of work for Employees, exclusive of daily meal breaks, will be eight (8) or ten (10) consecutive hours per day and shall average eighty (80) hours bi-weekly.

BUILDING SYSTEMS TECHNICIAN

PERMANENT FULL TIME



- Rotating shifts may be utilized where operations dictate.

CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted.
- A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.
- Ability to secure and maintain a Transportation Security Clearance and an Airside Vehicle Operator Permit (AVOP-DA) within the prescribed employment probationary period.
- Assessed as Fit for Work through the pre-employment medical examination.
- Possession of a valid Saskatchewan Class 5 driver's license or equivalent with a clean driver's abstract.