



**DISTRICT SCHOOL BOARD OF NIAGARA**  
**www.dsbn.org**

## **Building Equipment Inventory Data Technician** **(Casual Position)**

The District School Board of Niagara (DSBN) is in the process of updating their physical plant inventory data base. We are looking for an individual to work with Facility Services in verifying and updating our existing database for electrical and mechanical equipment at multiple sites throughout the Niagara Region. The individual must have their own reliable transportation.

### General Duties

- Report to Facility Services supervisor
- Visit each site independently to collect equipment data and input into computerized asset management program
- Computer skills are a definite asset
- Correct any errors on existing database and input any new equipment which is missing from old database
- Document equipment and locations using photos
- Measure and verify belt sizes, filter sizes and document same
- The equipment being inventoried is located in various locations throughout the buildings located throughout the Niagara Region. The candidate must be able to climb ladders, work on roofs, in mezzanines, in ceiling spaces and mechanical rooms
- Communicate diplomatically with DSBN staff including principals, caretaking staff, maintenance staff and supervisors
- Work in conjunction with the database software vendor and their representatives
- Must have some mechanical skills, some tasks will require removing access covers, opening up equipment, measuring filters
- The job will also involve some organizing and filing of archived blueprints and organizing manuals and technical literature for inventoried equipment

The above duties only describe the typical and primary duties of the position and should not be considered to encompass all tasks.

Salary: \$25.00 per hour

Applications containing a cover letter, resume outlining qualifications, experience and references will be received until 4:00 pm Friday May 24, 2013 via email to [careers@dsbn.org](mailto:careers@dsbn.org) or to

Human Resources Department  
District School Board of Niagara  
191 Carlton Street  
St. Catharines, Ontario  
L2R 7P4

*Please note: Only those applicants who have been selected for an interview will be contacted.*