

**Job Title** Plant Operator Assistant  
**Location** Toronto, ON  
**Status** Full time, permanent  
**Supervised by** Operations and Maintenance Technician (OMT)

Ameresco Canada Inc. is a full-service energy management company that provides sustainable solutions and facility renewal services, as well as asset planning, energy and capital solutions for schools, campuses, hospitals, social housing, municipalities and commercial properties.

**Duties & Responsibilities:**

- Work in coordination with the OMT to maintain proper power plant operation
- Assist OMT with general plant maintenance (i.e. filter changes, inspections and minor repairs)
- Assist in enforcement of plant safety and rules for visitors and workers on site
- Answer and dispatch any alarms or calls delivered to the plant via email, phone or CMMS
- Assist with troubleshooting specific tasks with OMT
- Provide access to general contractors
- Clean 3 plants on a monthly basis or as needed for tours
- Clean ETS (energy transfer station) locations (currently 5) on a quarterly basis; or monthly if required
- Maintain current and incoming documentation and files accordingly
- Ensure documentation is complete and up to date (M.S.D.S, manuals & drawings)
- Assist with any heavy lifting or moving of equipment and supplies.
- Dispose of garbage, recycling and hazardous waste
- Maintain office space on a daily basis
- Assist with any other duties as assigned by the OMT

**Working Experience Required:** Minimum of 5 years of working experience

**Job Experience required:** Minimum of 3 years working experience in a similar position

**Education Required:** Completed secondary school education; completed post-secondary education in a related field and/or equivalent job experience

**Administrative Skills:** MS Office, fax, scanner

To learn more about our organization, please visit <http://www.ameresco.ca>

To apply, please send your resume to [canadajobs@ameresco.com](mailto:canadajobs@ameresco.com)

We thank you for your interest, but only those applicants selected for an interview will be contacted.

Ameresco Canada is an equal opportunity employer. We encourage all qualified individuals to apply.