

# Job Description

## Building Maintainer

## **PURPOSE**

(The main reason for the position, in what context and what is the overall end result).

The Building Maintainer is responsible to for maintaining community and other buildings to ensure the buildings and facilities are accessible and are maintained in a safe and effective manner.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Building Maintainer is responsible for maintaining community buildings and facilities in a safe and appropriate manner. Providing these services in an effective and efficient manner will ensure the reliability, access and safety of the community buildings and facilities.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Perform maintenance and minor repairs to community buildings and facilities  
Main Activities
  - Perform preventative and predictive maintenance on buildings and facilities
  - Conduct routine, non-licensed inspections of facilities including fire equipment and boilers
  - Ensure fire protection equipment is properly maintained and up to date
  - Perform routine maintenance and minor repairs to buildings and facilities including carpentry and painting
  - Coordinate licensed inspections as required
  - Coordinate major maintenance and repairs as required to mechanical systems, HVAC systems, boilers and generators
  - Advise the Community Works Foreman of required major repairs or replacements  
Ensure the safety and protection of buildings including ensuring doorways are not blocked and that buildings and facilities are locked when not in use
2. Assist with administrative duties related to building maintenance  
Main Activities
  - Assist in preparing preventative and predictive maintenance schedules
  - Assist in the preparation of capital and operating budgets
  - Maintain inventory control over equipment and supplies
  - Assist in ordering replacement equipment and supplies
  - Assist in risk management activities
  - Maintain building maintenance logs and records
  - Maintain building maintenance computer systems
3. Perform other related duties

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of national, territorial and local building codes, regulations, by-laws and policies
- ✓ knowledge of building construction and maintenance procedures
- ✓ knowledge of HVAC, electrical and mechanical systems
- ✓ knowledge of when to contact tradespersons to complete a task or repair
- ✓ knowledge of inspection procedures
- ✓ knowledge of workplace safety requirements and procedures
- ✓ knowledge of record keeping systems

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ ability to maintain buildings and facilities in a safe and responsible manner
- ✓ ability to operate required equipment and tools in a safe and responsible manner
- ✓ client service and public relations skills
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to maintain daily logs
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Building Maintainer has a physically strenuous and demanding job. He/she will be lifting, pulling and managing equipment and tools. The Building Maintainer will have to work in all weather, and must be prepared for both extreme heat and cold. The Building Maintainer must ensure that all activities are completed in a safe and efficient way.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Building Maintainer must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Building Maintainer must work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

## CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature                      Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.