

# Job Description

## Housing Maintenance Serviceman

## **PURPOSE OF THE POSITION**

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

The Housing Maintenance Serviceman is responsible for maintaining public housing units, residences and buildings on behalf of the local Housing Authority.

## **SCOPE**

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

The Housing Maintenance Serviceman reports to the Maintenance Manager and is responsible for maintaining public housing units, residences and buildings. This includes building items such as furniture and stairs, maintaining the internal and external structure and ensuring buildings are safe.

## **RESPONSIBILITIES**

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

1. Maintain public housing units to ensure the units are safe and in adequate condition

### Main Activities

- Inspect public housing units for needed services and maintains
- Monitor and replace weather stripping
- Maintain building interiors and exteriors
- Inspect fire protection systems and equipment
- Inspect and maintain boilers
- Inspect and maintain pumps
- Assist with installation and maintenance of mechanical systems
- Assist with installation and maintenance of heating and ventilation systems
- Maintain landscaping and grounds
- Frame the building including doors and windows
- Install and maintain siding
- Install and maintain drywall and interiors
- Maintain finishing of the building and ceiling
- Install and maintain flooring
- Maintain the roofing
- Maintain porches and grounds
- Install and maintain appliances including stoves, refrigerators and washing machines

2. Perform carpentry and other related services

Main Activities

- Build required items including specialty furniture
- Build stairs and other items
- Build other items as required
- Operate and maintain carpentry tools and equipment
- Assist with the delivery of other related municipal services

3. Perform administrative duties

Main Activities

- Keep a daily log of tasks
- Follow a preventative maintenance schedule
- Maintain equipment and tools
- Operate the computerized maintenance management system
- Complete and follow work orders
- Take and maintain inventories
- Supervise summer casual staff

4. Perform other related duties as required

## **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 carpentry and building maintenance
- ✓ knowledge of safe operation of basic hand and power tools
- ✓ knowledge of oil burner systems
- ✓ knowledge of heating and ventilation systems
- ✓ knowledge of electrical systems
- ✓ knowledge of appliance maintenance and maintain
- ✓ knowledge of workplace safety and safe lifting and handling procedures
- ✓ knowledge of First Aid and CPR
- ✓ knowledge of when to contact qualified service personnel

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ carpentry and building maintenance skills
- ✓ excellent mechanical skills
- ✓ ability to operate required equipment in a safe and responsible manner
- ✓ client service and public interaction skills
- ✓ team building
- ✓ effective verbal and listening communications skills
- ✓ time management skills
- ✓ ability to read building specifications, blueprints and as-builds

### **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

The Housing Maintenance Serviceman would normally attain the required knowledge, skills and attitudes through completion of a related Journeyman Program combined with related experience. Equivalencies will be considered.

## **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 Housing Maintenance Serviceman has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Housing Maintenance Serviceman will have to work in all weather conditions, and must be prepared for both extreme heat and cold.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Housing Maintenance Serviceman may work in busy construction sites with a variety of other trades and labourers, or may spend long hours working alone. The Oil Burner Mechanic may work in awkward environments and will have to carry all required equipment and supplies with them at all times. The Housing Maintenance Serviceman must work outside in all different weather conditions including extreme cold and extreme heat

### **Sensory Demands**

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

The Housing Maintenance Serviceman may be exposed to unpleasant sights and smells. 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 Housing Maintenance Serviceman must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

# CERTIFICATION

<hr/>	<hr/>
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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Housing Manager'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.