



NORTH PEACE HOUSING FOUNDATION

Job Description

Maintenance Worker
Central Maintenance Services
Last Revised Date: 05 October 2023

Job Summary

The Maintenance Worker reports directly to the Director - Maintenance and Capital Projects and works as a member of a maintenance team that services the entire Foundation's geographic region. The Maintenance Worker is responsible for the maintenance and groundskeeping in their assigned area; providing a variety of skilled and semi-skilled maintenance tasks such as, but not limited to, the preventive maintenance of and routine repairs to the housing facilities, systems, equipment and premises.

The work of the Maintenance Worker is reviewed through periodic checks and is evaluated on a basis of quality and level of service provided, and for adherence to organizational policies and procedures.

Hours of Work/Conditions

The Maintenance Worker works 40 hours per week – typically from 8 a.m. to 5 p.m. Monday to Friday. On occasion, they must be available for emergency call-out.

Primary Duties and Responsibilities

The maintenance worker is responsible for a wide variety of tasks in lodges, apartments, single-family, multi-family, row housing, mobile homes, etc. such as, but not limited to:

- Preventive maintenance programs in compliance with all associated legislation and standards; regular inspection of buildings, grounds, systems and machinery; completes all maintenance manuals
- Maintaining emergency systems
- Maintaining heating/ventilation systems
- Renovation of vacant units (demolition and install of tub/toilets, doors and cabinets, flooring, drywall, painting, plumbing, ceiling stippling, etc.)
- Routine home repairs (no heat, hot water tank replacement, frozen water lines, water leaks, sewer back-up, etc.)
- Groundskeeping – lawn and garden care, snow removal for the lodges, apartments and vacant family units
- Other duties as assigned

Knowledge, Skills and Abilities

- Must be able to communicate (read, write, speak and comprehend) in the English language at a Grade 10 level; competency test may be required
- Proven job reliability, diligence, dedication and attention to detail
- Self-motivated with a strong sense of responsibility
- Capable of using independent judgement/solid decision-making skills, sometimes in an emergency situation
- Must be sensitive and compassionate to all clientele, visitors and families
- Ability to lift moderately heavy (up to 22 kg) and move heavy objects; operate machinery; fit into crawl spaces
- Demonstrated willingness to function as a positive contributing member of a committed central services team

Qualifications

- Considerable trades training and experience directly related to the position/assignment (Maintenance Worker I)
- Experience using common tools such as hammers, hand saws, and wrenches
- Experience using power tools and equipment such as drills and saws, snow blowers, lawn mowers and other lawn equipment
- Painting experience considered an asset
- Experience operating heating systems considered an asset
- Formal education & training in a specific trade (Maintenance Worker II)

I acknowledge that I have reviewed and understand the job description for the position of Maintenance Worker. I understand that the job description may be modified from time to time according to operational needs as circumstances require. I agree to work according to the job description.

Employee Name (Print)

Employee Signature

Date Signed