



## Job Description

# Facility Maintainer

## **IDENTIFICATION**

**Job Title: Facility Maintainer Supervisor's Position: Facilities Foreman**

**Job Status: Permanent Full Time RI - 40 hrs per week**

**Location: Midnight Sun Complex**

## **PURPOSE OF THE POSITION**

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

The Facility Maintainer is responsible for the maintenance and in some cases the operation of all Town facilities, parks and playgrounds, assets and capital plants.

## **SCOPE**

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

Reporting to the Facilities Foreman, the Facility Maintainer is responsible for maintaining and operating Town Facilities such as the |Midnight Sun Complex, the Library, the Town Hall, the Youth Centre, all Town Parks and Playgrounds, etc. ensuring they are kept in a safe and secure condition.

## **RESPONSIBILITIES**

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

Perform regular maintenance and manual labour duties and provide guidance to labourers as required to assist with the maintenance of buildings, parks, playgrounds, recreational facilities and other Town facilities by:

- Maintaining litter control
- Undertaking carpentry repairs, including fence repair and installation, sign maintenance.
- Preparing and maintaining of graves and the cemetery
- Undertaking snow removal using both a snow blower and a variety of shovels and ice scrapers
- Making and maintain ice surfaces in the arenas
- Maintaining pool by checking chemicals (chlorine, PH, calcium etc.) in the pool, adjusting as needed, and regularly checking pumps, filters, air handlers and decks
- Painting interior and exterior surfaces of all Town Assets
- Planning and completing minor plumbing repairs

- Maintain security on Town facilities
- Provide logistical support for special events and programs such as Canada Day
  
- Perform other related work respecting the maintenance of Town facilities

Operate and maintain the following equipment:

- Pickups, barrel crusher, tractor, street sweeper, ATV's, Zamboni, Skid Steer Loaders with attachments, and other similar types of equipment.

Operate and maintain the following tools:

- Plate packer, water pump, brush chipper, brush cutters, lawnmowers, compressor, jack hammer, steam jenny, snow blower, chainsaw, skill saw, table saw, power hand tools and other similar types of tools.

Perform other duties as required that are directly related to the major responsibilities of the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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

The incumbent must have proficient knowledge in the following areas:

- the use, operation and maintenance of light equipment used in the maintenance of buildings, recreations facilities and other town assets (listed above)
- the use of regular hand tools and power tools required in general building maintenance

The incumbent must demonstrate the following skills:

- Team building
- Decision making skills
- Problem solving skills
- Effective communications skills
- Time management skills
- Ability to read and understand labels and instructions, particularly on the use of specialized equipment, tools and vehicles
- The ability to work under limited supervision

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy

- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible and demonstrate sound work ethics

The Facility Maintainer would normally attain the required knowledge, skills and abilities through completion of three (3) years of applicable experience in construction and/or maintenance, hold and maintain a valid Class 5 NWT driver's license, with a Class 1 or 2 Pool Operator (optional). Equivalencies will be considered. The successful applicant must pass an RCMP background check as a condition of employment.

## **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 Facility Maintainer is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating a variety of heavy equipment and tools. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. Operating heavy equipment and tools are particularly hard on back muscles. The incumbent may experience significant muscle strain and or injury. The operation of potentially dangerous equipment such as chainsaws and brush cutters can present a significant risk.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Facility Maintainer works in a variety of environmental conditions, both inside and outside in all weather conditions. Exposure to severe weather may occur when undertaking snow shoveling outside in winter. In summer, exposure to wind, rain, sun and insects can be difficult.

### **Sensory Demands**

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

Many of the tools and light equipment require significant focus and concentration when being used. If not handled properly, these tools and equipment can cause injury. Concentration and focus are required.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

Workloads and tight timeframes can contribute to the stress of the job. In addition, contact with members of the public can also contribute to workplace stress.

**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.