



TOWN OF INUVIK
Northwest Territories

Job Description

Infrastructure Maintainer

IDENTIFICATION

Job Title:	Infrastructure Maintainer
Reports to:	Maintenance Coordinator
Job Status:	Casual term until September 4, 2026 with the possibility of extension

OVERVIEW

The Infrastructure Maintainer is responsible for the maintenance and, in some cases, the operation of all Town facilities, parks, playgrounds, assets, and capital plants. Reporting to the Maintenance Coordinator, the Infrastructure Maintainer is tasked with maintaining and operating Town facilities such as the Midnight Sun Complex, the Library, the Town Hall, the Youth Centre, as well as all Town parks and playgrounds, to ensure they are kept in safe and secure condition.

RESPONSIBILITIES

- Perform regular maintenance and manual labor duties
- Provide guidance to laborers as necessary for the maintenance of buildings, parks, playgrounds, recreational facilities, and other Town facilities by:
 - Maintaining litter control
 - Undertaking carpentry repairs, including fence repair and installation, and sign maintenance
 - Preparing and maintaining graves and the cemetery
 - Undertaking snow removal using both a snow blower and a variety of shovels and ice scrapers
 - Painting interior and exterior surfaces of all Town assets
 - Planning and completing minor plumbing repairs
 - Maintaining security in Town facilities
 - Providing logistical support for special events and programs such as Canada Day
 - Performing other related work regarding the maintenance of the Town facilities
- Operating and maintaining equipment such as pickups, barrel crusher, tractor, street sweeper, ATV's, Skid Steer Loaders with attachments, and other similar types of equipment.
- Operating and maintaining tools such as 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.
- Performing other duties as required that are directly related to the major responsibilities of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent for this position should possess proficient knowledge in the following areas:

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

In addition to the required knowledge, the incumbent should also possess the following skills:

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

WORKING CONDITIONS

Physical Demands:

This position requires regular physical effort, including standing, lifting, bending, and operating tools and equipment.

Environmental Conditions:

Work may occur in a variety of weather conditions, indoors and outdoors, with exposure to seasonal elements.

Sensory & Mental Demands:

Attention to detail is required when operating equipment or completing tasks. Casual Labourers may work independently or in small crews and must adapt to changing work priorities or locations on short notice.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

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 for the position.