



Title: **MAINTENANCE WORKER**

Department/s: **BUILDING SERVICES**

Approved By: **DIRECTOR OPERATIONAL SERVICES**

Date Approved: **Nov 28 2003**

Date Revised:

Policy Number:

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POSITION SUMMARY

The Building Services maintenance worker is responsible for completing tasks as assigned by the Building Services Supervisor which includes maintenance of the building, grounds, furnishings, resident care equipment and plant equipment.

RESPONSIBILITIES

1. Complete minor repairs and painting of all exterior and interior areas as assigned.
2. Complete minor repairs to resident equipment as assigned.
3. Complete minor plumbing, electrical and HVAC repairs as assigned.
4. Coordinate and maintains shipping and receiving area, including delivery of receivables to department store rooms.
5. Maintain the grounds as assigned by the Supervisor to include general clean up, snow removal, and some lawn care responsibilities.
6. Complete preventative maintenance tasks as assigned.
7. Complete audits as assigned
8. Complete work orders as assigned in a timely manner.
9. Assist other departments in the movement of furniture and heavy equipment as required.
10. Maintain maintenance shop on a daily basis, ensuring it is clean and uncluttered.
11. Clean and take ownership of all equipment used during the shift.

12. Maintain a positive and harmonious relationship with all members of the Fairhaven community.
13. Participate in Fairhaven's WHMIS program.
14. Participate in Fairhaven's TQS program.
15. Participate in Fairhaven's Health and Safety program.
16. Ensure activities are carried out in a manner to reduce risk of injury to residents and staff.
17. Participate in in-service education as required.
18. Implement preventative infection control measures.
19. Participate in other work related duties as assigned by the Building Services Supervisor or designate.

REVIEW AND EVALUATION

The Building Services Supervisor will complete a written performance appraisal prior to the incumbents probationary period, at one year and bi-annually thereafter. If a need is evident, an appraisal will be completed more frequently.

REPORTING RELATIONSHIP

Reports directly to the Building Services Supervisor.

QUALIFICATIONS

- Facility Services Mechanic program or equivalent trade certificate
- Minimum two years recent building and grounds maintenance experience or equivalent
- Able to fulfil the physical demands of the job.
- Knowledge and use of hand and power tools and ladders.
- Team player with a positive attitude.
- Assertive and effective problem solving and conflict resolution skills.
- Demonstrated ability in the practice of good interpersonal skills.
- Good written and oral communication.
- Basic computer skills.