



CATEGORY: JOB DESCRIPTION

JOB TITLE: **MAINTENANCE PERSONNEL**

CATEGORY NUMBER: JD-704-08

Report to: Lodge and Housing Manager

Hours of Work: As designated by the Manager

Probation Period: Three Months (3)

Position Summary:

- The Maintenance personnel are responsible for the maintenance of all buildings and grounds at the respective site(s).

Duties & Responsibilities:

- It is the responsibility of the Maintenance Personnel to maintain a professional relationship with the residents/tenants of the lodge/housing units by performing the identified tasks for this position in a courteous, efficient manner.
- Adheres to and participates in the Health and Safety Procedures and Policies of the Foundation.
- Carries out a plan of preventative maintenance as established in the maintenance log books provided by the government department of Alberta Seniors.
- Ensures that all maintenance and repairs are handled in a prompt, efficient and economical manner.
- Is responsible to the Manager for the ordering, storage and the inventory of all maintenance materials.
- Works with the Manager in long term planning regarding maintenance.
- Responsible for the observing, correcting and/or reporting of safety concerns in or on the premises.
- Be prepared to accept after hour calls and act on emergencies as required.
- Must follow the defined lines of communication.

Duties:**Community Housing**

- Perform minor repairs to roofs, walls and fences.
- Check and perform minor maintenance and repair work on water and sewer systems and on electrical appliances owned by the Greater North Foundation.
- Minor repair and maintenance of heating, ventilation and air conditioning equipment.
- Repair windows and screens.
- Minor painting and plaster repairs.
- Minor floor repairs.
- Inspect work completed by contracted laborers as requested by the Manager.
- Minor repairs of walkways.
- Perform repairs and routine maintenance on Greater North Foundation Equipment.

Self Contained Units and Lodges

- All duties mentioned above.
- Replace light bulbs.
- Boiler room cleaning and maintenance.
- Open plugged and frozen drains.
- Ensures that the general care and maintenance of all lawns, flower beds and trees is performed.
- Removal of snow and ice from designated parking lots and walkways.
- Clear grounds area of litter and waste materials.
- Other related duties as assigned by the Lodge Manager.

Self Contained Units (only)

- Janitorial cleaning of common areas, hallways, meeting rooms and offices, including but not limited to: vacuuming of carpets, washing of windows (excluding exterior windows of buildings two stories or higher), servicing and cleaning of washrooms and cleaning of floors (only to be done if a housekeeping position for the units is not available).

Qualifications:

- Formal trade's education and/or considerable experience in building maintenance.
- Experience and ability to perform minor electrical, plumbing and heating repairs where required.
- A genuine interest and empathy for seniors.
- A valid driver's license with access to a vehicle.

Effective Date: 09/2006

GNF Maintenance Personnel Job Description

Revision Date: