



IDENTIFICATION

Department	Position Title	
Infrastructure	Building Maintainer	
Position Number(s)	Community	Division/Region
33-13138	Fort Smith	Facilities/South Slave

PURPOSE OF THE POSITION

This position maintains and repairs all Government of the Northwest Territories (GNWT) owned and operated buildings, works and equipment in the community of Fort Smith in accordance with GNWT acts, regulations, policies and departmental procedures to minimize breakdowns and maximize the lifetime of facilities and other assets.

SCOPE

This position is located in Fort Smith and reports to the Facilities and Maintenance Coordinator.

The Building Maintainer provides maintenance services to an inventory of approximately 120 assets, including two schools, a health centre, a variety of residences, and an adult education centre. The position is guided by GNWT, departmental and regional procedures in maintenance management and health and safety areas. The work schedule is set by the Maintenance Coordinator to meet preventative maintenance and demand maintenance requirements. The position is assigned preventative maintenance work through the generation of work orders issued out of the Fort Smith Area Office. This position may supervise casual employees, trades helpers and the work of all contractors.

RESPONSIBILITIES

1. Maintains Government-owned and operated buildings and equipment to optimize the lifetime usefulness of the assets.

- Conducts regular inspections of buildings to identify and correct any repairs required before they become a major deficiency or present a hazard.
- Completes minor carpentry, electrical, plumbing and painting repairs to preserve the quality of buildings.

- Fabricates cabinets, shelving and other building components in the shop.
 - Repair/replace doors, windows, cupboards and other components and fixtures, including caulking.
 - Repairs building foundations to ensure structure is stable by building concrete forms and mixing and pouring concrete to replace or repair floors, wall, foundations, walkways, etc.
 - Conducts routine service checks of plumbing and heating systems as outlined in the Maintenance Management System (MMS) manual to ensure systems and equipment are in good working order.
 - Completes minor repairs to plumbing, heating and electrical systems and equipment to ensure systems and equipment are working efficiently and effectively.
 - Provides support to regional tradesmen and contractors to aid in the repair and installation of electrical systems and in the completion of major carpentry repairs.
 - Services firefighting equipment to ensure the systems and equipment will work when needed.
 - Conducts fire prevention inspections.
 - Conducts asbestos inspections and removal.
 - Conducts mould inspections and abatement.
- 2. Completes work orders and log books for all maintenance and repairs to buildings, works and mobile equipment in order to identify historical costs and work completed on each asset**
- Identifies supplies required to complete jobs and compiles material lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner.
 - Completes work order reports for all work assignments by indicating materials used, work accomplished and time required to complete the jobs.
 - Identifies any major repairs or renovations required to Government assets in order to maximize their usage.
 - Records facility status, preventative maintenance completed and repairs required in facility log book on a daily basis.
- 3. Performs administrative tasks to assist the regional office in carrying out departmental objectives.**
- Orders replacement supplies in consultation with supervisor.
 - Reports on work performed by contractors to ensure satisfactory performance and compliance with terms of the contract.
- 4. Renovates GNWT buildings in accordance with work orders, plans and specifications.**
- Constructs partitions, walls and other building components.
 - Builds porches, erects and repairs fences.

5. Provides safety instruction on handling and operating large mowers and other mobile equipment such as table saws and other carpentry equipment.

- Operates large mowers and small mowers as required.
- Instructs summer students and casuals on the safe operation of large and small mobile equipment such as large and small lawn mowers, lifts, and gasoline operated grass trimmers, chain saws, water pumps, etc.
- Provides safety instruction on the operation of table saws and other electric tools.

6. Other duties

- Supervises and trains casual staff and trades helpers.
- Removes swallow nests from buildings daily during the summer period.
- Erects scaffolding.
- Undertakes minor patching of drywall damage and painting.
- Installs ceramic tile and tub enclosures.
- Cleans carpenter shop.
- Shovels snow.
- Performs yard work, landscaping and debris removal
- Moves furniture.
- Cleans up as a result of spring floods, operates water pumps for spring run-off.
- Assembles office furniture.
- Installs, repairs and rekeys lock systems.

WORKING CONDITIONS

Physical Demands

Over 80% of the time is spent at substantial work such as climbing and or balancing, stooping, kneeling, crouching and or crawling, reaching, or handling. This position requires lifting from 10 to 25 kg on a regular basis and heavier weights from time to time. Constantly required to lift heavy tools and equipment in the mechanical, electrical and carpentry trades as well as work in awkward positions (4 - 6 hours per day). A considerable amount of time is spent walking to and at worksites to inspect all government owned buildings and works in the community. There is occasional need to work in confined spaces.

Environmental Conditions

Substantial intensity for 4 - 6 hours per day, working in extreme weather conditions such as: exposure to loud noises while operating mobile and fixed equipment. Further the employee is exposed to dust, dirt, diesel fumes, gas exhaust and dust for most of the day. There is serious risk of injury both in the nature of the work and in performing repair work on site. There is occasional exposure to asbestos and mould during abatement activities.

Sensory Demands

Work involves hand/eye coordination to make repairs and replace parts and intense listening in diagnosis of equipment problems.

The employee must be alert at all times while operating mobile and fixed equipment such as table saws, chain saws etc.

Mental Demands

Demands are placed on the incumbent when dealing with irate clients while working at institutional type occupied buildings. This position is called out at all times of the day or night, causing disruption of family life. Pressure from people in the community regarding repairs and unusual requests and complaints causes disruption in lifestyle and work schedule along with double workload when shortage of staff. Deals with unknown factors and is exposed to emotionally disturbing experiences. Occasionally subject to uncontrolled workflow and overlapping demands. There is incidental need to travel to other locations to assist in special work requirements.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of all building and all trades in order to maintain Government assets.
- Knowledge of northern building construction in order to understand building structures and be able to maintain them.
- Ability to use and work with the metric system as many tools and parts are in metric.
- Experience in the operation and maintenance of mobile and fixed equipment in order to work independently to maintain and repair a variety of assets.

Typically, the above qualifications would be attained by:

Several years of experience in the Building or Mechanical Trades and 3 years related experience in operating mobile equipment.

A Class 5 NWT driver's license is also required, as this position must operate equipment and drive with parts and equipment to the Government assets being maintained.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred