

Maintenance Worker

Job Description

Title

Maintenance

Department

Maintenance

Reports To

Director of Compliance and Operations

Original Date: 2002

Revised Dates: January 2006
May 2019

Summary

Reporting to the Director of Compliance and Operations, the Maintenance Employee performs a variety of work in the maintenance and repair of buildings, equipment, and grounds at various facilities/sites. The Maintenance Employee is responsible for complying with the OH&S legislation for all duties performed. The Maintenance Employee works collaboratively with local contractors and businesses as well as program supervisors and other staff members of CLGS.

Core Competencies

- Collaboration
- Creative problem solving and decision making
- Initiative
- Interpersonal relationships and respect
- Resilience

Threshold Competencies

- Flexibility
- Self-Control
- Service orientation
- Values and Ethics

Essential Duties and Responsibilities

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform these **essential duties and responsibilities** of this job. Accommodations may be made to enable individuals with disabilities **to perform the essential functions.**

Cognitive Demands

- Daily use of sensory skills (vision, touch, balance, hearing and speaking) is essential for observation and communication
- Ability to work both indoors and outdoors
- Attention to detail and ability to sequence
- Orientation to tasks, person, place, and time and ability to focus with external stimulus
- Long-term, semantic and declarative memory is required to recall training, technical skills, and use of equipment/material
- Must be able to monitor schedule and prioritize tasks
- Attend staff training session for training courses essential to the health and safety of self, co-workers and supported persons. [i.e. First Aid/CPR, NVCPI]
- Ability to work amongst many different types of people, to be empathetic and caring in emotional situations

Physical Demands

- Pushing, Pulling, Twisting, Bending may be required on a low or medium to high frequency for each shift [depending on task assigned and site location]
- Sitting, Standing, Walking may be required on a moderate to high frequency for each shift
- Lift / Carry up to 50 lbs may be required on a low or medium to high frequency for each shift [depending on job assigned and site location]
- Regular use of hands and fingers to manipulate objects or equipment or to handle and feel
- Operate / ride in a vehicle safely
- Attend staff training session for non-violent crisis intervention. Demonstrate ability to use physical techniques in annual training. (not daily)
- Attend staff training sessions for First Aid and CPR. Demonstrate ability to perform First Aid and CPR in staff training sessions. (not daily)
- Must be able to apply First Aid and perform CPR as necessary
- Assist individuals with transportation in case of an emergency evacuation

Health and Safety tasks

- Keep chemicals, tools and equipment safely stored /secure at all times
- Keep work areas tidy
- Follow health and safety procedures – including start-ups
- Complete safety checklists and report problems to the Director
- Start emergency generator in power outage following the established procedure

- To prevent any situation which could injure a participant/staff; to report any injury and take appropriate action; apply first aid as may be necessary.
- To contact the management on call, in the absence of the Director, if an emergency situation arises.
- Responds to safety hazards
- Janitorial tasks as well as mold remediation
- Grease trap maintenance

Vehicle/Transportation

- **Operates agency vehicles according to agency operational policies and pre-use inspections
- Maintain fuel and oil checks
- Keep supplies and tools secure in van
- Responsible to notify the Director of any safety concerns related to daily use of the vehicle [i.e. dash light alerts]
- Responsible for regular use [i.e. gas, windshield washer etc.]

Building Repairs and Maintenance

- Purchases and delivers equipment and tools to individual worksites / arranges delivery of supplies to worksites
- Minor plumbing work [maintain and repair] to faucets, sinks, toilets, water lines, and drains. Unclogs drains, removes and replaces toilets.
- Repairs areas affected by water damage.
- Changes ceiling tiles.
- Minor electrical repairs [maintain and repair] to overhead lighting and household electrical circuits, including outdoor fixtures. Changes overhead fluorescent light bulbs and ballasts. Changes parts on electrical appliances such as elements on stoves.
- Maintain/repair equipment
- Carpentry work such as adding partitions, crack filling, painting, etc.
- Makes repair to furniture and household woodwork.
- Makes repair to walls using drywall or plywood. Uses drywall materials.
- Makes repairs to doors, door frames, including installation of doors
- Makes repair to/replaces door closures, buzzers, alarms, and locks
- Cover electrical devices, televisions, etc. using carpentry skills, equipment and tools
- Cover walls, floors, windows with necessary equipment to ensure safety of people being supported [i.e. floor paddings, plexi-glass etc.]
- Performs maintenance checks of electrical generators, air conditioners, sump pumps, plumbing systems, screens windows, etc.
- Works with Supervisors and front line staff to come up with creative solutions and obtains approval from the Director [i.e. seat belt covers, etc.]
- Performs minor seasonal grounds keeping [i.e. landscaping such as laying sod, replacing water drainage pipes, cut trees, trim bushes, shoveling walkways in the winter, spread sand and salt as necessary, etc.]
- Checks and adjust water temperatures
- Works with an assistant for heavier jobs
- Moves, relocates, assembles, reassembles furniture/equipment

Administrative tasks

- Keep track of mileage
- Purchase repair supplies and keep track of purchases and use of company Visa and Purchase Orders
- Maintain a log of work requisitions and review with the Director during weekly meetings
- Meet with the Director weekly to coordinate maintenance and repair schedule, to review work requisitions, provide updates, and prioritize workload
- Advise the Director of major repairs and expenditures
- Maintain an inventory list of equipment to review with the Director annually
- To assist in orientation of new maintenance employees
- To attend and participate in staff meetings. To assume full responsibility as a member of the staff team
- Attend staff training sessions as scheduled [i.e. First Aid/CPR, Non-Violet Crisis Intervention]
- Participate in fire drills and other health and safety protocols
- Participate in regular supervision and a yearly performance evaluation
- Maintain confidentiality at all times, unless disclosure is specifically authorized

Client related

- The Maintenance Employee will work in proximity of adults living with a developmental disability and additional disabilities, and is not responsible for the day-to-day care and support of the individuals.
- The Maintenance Employee may be called upon to back-up through the use of NVCPI techniques.
- The Maintenance Employee may be called upon to assist a DSP staff with the physical movement of individuals and their mobility equipment
- The Maintenance Employee is responsible to notify nearby support staff if they observe potential health or safety risks to individuals.

Supervisory Responsibilities

This job has no formal supervisory responsibilities; however, Maintenance Employees are expected to assist with orientation and guidance of new team members. Maintenance Employees generally do not have their supervisor on site when completing their tasks and are required to use sound judgment when making decisions, and to complete tasks from a health and safety perspective.

Work Conditions

- Must be able to attend to the assigned shift(s) and have a good attendance record
- Day shifts. - Afternoon shifts, weekends and call-outs may be required on occasion; Overtime may be required
- Travel within the City of Greater Sudbury district is required
- Manual dexterity required to use tools and drive a vehicle safely
- Work with power tools safely [i.e. chainsaw, etc.]
- Physical fitness sufficient to assignments

- Must be able to physically and mentally remain alert and perform required duties as outlined in the Maintenance Employee job description and assigned tasks/jobs
- Be aware of and adhere to all Community Living Greater Sudbury Policies, Collective Agreement and other CLGS guidelines and reference manuals
- Be aware of and work in compliance with the provisions of the Occupational Health and Safety Act and Regulations and any other codes/legislation that applies
- Any other related duties as assigned

Employee Name [print]: _____

Employee Signature: _____

Date: _____