

# Building Maintenance Worker

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## Title

Building Maintenance Worker

## Reports To

Facilities Manager

## Summary

The Building Maintenance Worker is responsible for performing general maintenance and repair. The incumbent completes general carpentry, electrical repair and maintenance work as required. The Building Maintenance Worker also performs basic repairs and maintenance on the mechanical operating systems found within the facility.

## Job Duties

- Perform simple mechanical repair tasks
- Perform regular preventive maintenance on machines and equipment
- Perform a variety of plumbing maintenance tasks as required
- Conduct general carpentry functions
- Use a variety of hand and power tools, electric meters and material handling equipment while performing duties
- Participate in various aspects of building maintenance requirements, including updates and new constructions
- Set priorities for preventive maintenance work orders, maintenance requisitions and scheduled work
- Maintain adequate supplies for the maintenance department
- Complete all necessary reports and records related to the department as required
- Perform regular workplace inspections to determine areas that need maintenance or repair
- Ensure that any required maintenance and repairs are completed in a timely manner
- Prepare, paint and decorate interior and exterior surfaces as required
- Maintain outside grounds – remove snow, ice, and debris, spray and remove weeds, sweep and clean gutters
- Operate grounds-keeping power equipment and maintain external property
- Perform minor construction work, e.g., repairing damaged walls, carpentry work, pouring concrete, etc.
- Conduct minor repairs to electrical locks and control panels to maintain building security
- Troubleshoot, install, and repair plumbing fixtures, piping, and related equipment
- Perform necessary work to open clogged sewer lines
- Make judgments on the best methods for completing tasks

- Perform basic maintenance and repairs on the various mechanical operating systems, including furnace systems, air conditioning systems, etc.
- Inspect the premises for burnt out light bulbs – ensure these are replaced immediately
- Change furnace and air conditioning filters as needed
- Repair doors, door locks and install/replace window blinds, etc.
- Complete daily, weekly and monthly checklists on building equipment maintenance procedures
- Maintain records of scheduled maintenance procedures
- Comply with safety regulations and maintain clean and orderly work areas
- Report safety and security concerns
- Any other duties as required

## Requirements

- Highly motivated with the ability to work independently and responsibly
- Ability to multi-task and establish priorities
- Ability to maintain organization of maintenance schedule and files in a changing environment
- Ability to perform minor mechanical repair work
- Strong communication and problem solving skills
- Ability to create alternative solutions to problems
- Excellent time management skill
- High level of sound and independent judgment and reasoning
- Ability to effectively communicate both verbally and in writing
- Ability to work well under pressure
- Strong attention to detail
- Commitment to Health and Safety

## Qualifications

- High school diploma, GED, or equivalent
- Experience and/or courses in general mechanical and electrical repair
- Experience in building maintenance or building operator certificate considered an asset
- First Aid skills and/or certificates are considered assets

## Work Conditions

- Availability may require working extended hours
- Heavy Physical Demands; >20 kg (>40 lbs)
- Safety equipment required, e.g. steel-toed safety boots, work gloves, etc.
- Overtime as required
- Hazards associated with the trade
- Work both indoors and outdoors