



JOB DESCRIPTION

JOB TITLE	Maintenance Repair Person (4 Positions)
DEPARTMENT / PROGRAM AREA	Housing Services
REPORTING TO	Supervisor Corporate Assets
LOCATION	Throughout portfolio
WEEKLY HOURS OF WORK	40 hours per week
SALARY GRADE	Band 7
DATE	April, 2018

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Under the direction of the Supervisor Corporate Assets, this position performs maintenance duties of the housing portfolio, of at least 834 residential units as well as six commercial units.

This includes performing day to day preventive maintenance duties to ensure the preservation of the housing stock. Primary functions involve; carpentry, plumbing, electrical and trouble shooting and problem solving within the portfolio, in accordance with established standards, policies, procedures and in keeping with Building Code, Occupational Health and Safety (mould and asbestos), Fire Code, and Residential Tenancies Act.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

- Ensures the preservation of assets by performing a high standard of maintenance duties, responsible for identifying and reporting potential of risk to protect the safety of our residents and our assets.
- Delivers the preventive maintenance program with an emphasis on mitigating risks throughout the entire housing portfolio and commercial buildings.
- Carpentry: general carpentry including, but not limited to, repair and/or replacement of; doors, windows, flooring, kitchen cabinets, decks and railings.
- Plumbing: general plumbing including, but not limited to, repairs and/or replacement of; toilets, sinks, taps (interior and exterior).
- Electrical: general electrical including but not limited to, repair and/or replacement of electrical hardware such as; ceiling fixtures, plugs, light switches and smoke detectors.
- Painting/Drywall: general painting and drywall repairs including but not limited to, installation or repair of drywall or plaster, mud, sand and painting.
- General maintenance such as lock replacement at move out, replacement of smoke detectors and furnace filters.
- Exterior Landscaping: Removal of trees, tree trimming, trips to the dump, cut grass, etc.
- Exterior Building Maintenance: Repairs and/or replacement of shingles, soffit/fascia, eaves trough and screens. Eaves trough cleaning when required.
- Interior of Buildings: Move out repairs, repair and moving of appliances and cleaning when requested.
- Responsible for Life Safety Inspections; annual smoke detectors and door closures.
- Assists Maintenance staff with inspections when access to a unit is required.
- Responsible for Asbestos Remediation (Type 1, 2) and Mould Remediation.
- Maintains daily journal of work performed.
- Maintains inventory of supplies and submit orders to the office to replenish stock.
- Performs maintenance tasks in the event of emergencies as requested by the Supervisor Corporate Assets.

- Reports maintenance repairs and deficiencies to Maintenance Officer.
- Reports safety hazards to the Supervisor Corporate Assets.
- Reports vandalism and disturbances to Maintenance Officer and/or appropriate authorities.
- Ensures equipment is in safe operating condition and stored safely after each use.
- Completes vehicle inspection reports on daily basis as per Ministry of Transportation guidelines.
- Reports any problems with the company vehicle(s) and transport for servicing.
- Keeps office, tools and supplies in an organized and safe manner.
- Trains, provides direction and supervise students when assigned.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Secondary school diploma (Grade 12 or equivalent)
- Three years' experience in building maintenance.
- Asbestos Training (Type 1,2)
- Water Damage Restoration and Applied Microbial Remediation Certification
- WHMIS Certification and CPR/First Aid Certification
- Knowledge of Residential Tenancies Act.
- Knowledge of Occupational Health & Safety practices
- Knowledge and understanding of applicable Building Code requirements and Fire Codes.
- Knowledge of building maintenance, electrical & plumbing systems.
- Knowledge of the operation and maintenance of various equipment tools and equipment.
- Chainsaw Certification an asset.
- Valid Ontario Driver's License required.
- Ability to perform a broad range of maintenance repairs.
- Proficiency in the use of tools and equipment required to perform the functions of the position.
- Ability to work independently and as part of a team.
- Ability to respect confidentiality of tenants and staff.
- Ability to deal with a diverse client group with tact and diplomacy.
- Ability to relate to others in a tactful and professional manner.
- Interpersonal and communication skills required.
- Ability to operate equipment in a safe manner.
- Ability to trouble shoot and problem solve.
- Excellent organizational skills are required to organize and schedule daily work or tasks, while being sensitive to time constraints and resource availability. Will often be required to work toward meeting tight deadlines.

COMPENSABLE FACTORS

KNOWLEDGE

[This subfactor measures the general knowledge and specialized or vocational training necessary to perform the job duties in a satisfactory manner and has no relationship to the academic achievement of an employee. The degree levels are normally expressed in terms of formal education or equivalent. Similar levels of achievement can be obtained through related experience, courses or self-improvement.]

Grade 12 diploma with additional program up to 2 years or equivalent.

EXPERIENCE

[Should be considered when the degrees of knowledge are established. It serves as a scale of measurement for the amount of practical experience that an average individual having the appropriate theoretical knowledge, specific education and specialized training, would require to be able to perform the job duties.]

Three (3) years

JUDGEMENT

[Measures the choice of action required in applying methods, procedures, or policies to complete the tasks.]

The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence.

MENTAL EFFORT

[Measures the period of time wherein mental, visual and/or aural attentiveness is required on the job. Both the frequency and duration of the effort are to be considered.]

Almost continuous periods of intermediate duration.

PHYSICAL ACTIVITY

[Measures the physical activity by the type and duration required to perform the duties.]

Heavy activity of intermediate duration.

DEXTERITY

[Measures the level of dexterity required by a job. The levels of manual dexterity are determined by considering the elements of speed and/or accurate hand/eye (or hand/foot) coordination. Movements can be either fine or coarse.]

Employee is required to perform tasks that demand accuracy for safety and coordination of coarse movements, where speed is a secondary consideration.

ACCOUNTABILITY

[Measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the effect of the work.]

Actions could result in a serious loss of time or resources, or cause significant embarrassment within the organization and have an impact on its public image.

SAFETY OF OTHERS

[Measures the degree of care required to prevent injury or harm to others.]

Considerable degree of care required to prevent injury or harm to self and others.

SUPERVISION

[Measures the extent to which an employee is required to supervise the work of others such as students, employees (full-time, part-time, casual, etc.) of the employer, employees of other organizations.]

Supervisory responsibilities are not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

CONTACTS

[Measures the contacts necessary in communicating with others, be they fellow workers or members of the public. These communications may be in writing, or oral, including sign language, and carrying varying degrees of responsibility for the handling of contacts tactfully and harmoniously.]

Tact and discretion required to deal with or settle requests or complaints or clarification of information.

WORKING CONDITIONS

[Measures the type and frequency of disagreeable conditions under which an employee is required to carry out the job duties.]

Minor conditions of continuous exposure