

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	MAINTENANCE WORKER Finance and Administration Facility Operations Facility Operations Manager	
Issued By: Date Issued:	G. Gustafson Oct 2018	Date Revised: Classification:	Oct 2018

PURPOSE AND SUMMARY

Under the direction of the Facility Operations Manager, the Maintenance Worker is responsible for the maintenance and physical condition of the agency's facilities located in Thunder Bay, Fort William First Nation and also the district offices (Armstrong, Longlac, Nipigon, and Moberg). The Maintenance Worker will ensure agency facilities meet the standards set by the Agency and relevant legislation. The Maintenance Worker will report on-going conditions of the facilities to the Facility Operations Manager and will ensure that available resources are used to the best advantage to the agency.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction of the Facility Operations Manager, the Maintenance Worker is responsible for:

- a. checking daily work orders as received through the e-mail system; completing work orders in a timely manner ensuring they are completed on a priority basis;
- b. compiling/filing work orders for district offices to complete on a quarterly basis
- c. setting up of boardrooms at the Anemki Office Complex as requested;
- d. setting up and/or relocating office furniture within the facilities or to off-site storage facilities as required;
- e. being aware of the federal and provincial standards for maintenance and care of program facilities;
- f. ensuring the facilities meet or exceed these standards by completing repairs and/or improvements to program facilities;

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- g. being aware of relevant Health and Safety legislation as it pertains to a federally operated facility;
- h. monitoring the physical condition of the facilities and taking necessary corrective action wherever required;
- i. maintaining the grounds of the facilities (grass cutting, weed control, snow removal, washing windows etc);
- j. arranging for annual fire equipment service and ensuring all safety devices (smoke alarms, door closures) are in good state of repair at all times;
- k. following the agency's financial policies and procedures in purchasing goods or services for agency use;
- l. obtaining estimates for consideration by Facility Operations Manager from local contractors for work required that is beyond the capabilities of the Maintenance Worker;
- m. maintaining agency vehicles on a regular basis and being responsible to arrange servicing at appropriate intervals;
- n. performing after hours on call duty as required;
- o. performing all other duties and responsibilities as requested.

2. Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager;

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QUALIFICATIONS

1. Education

A minimum grade 12 diploma is required. A six-month Building Maintenance and Operations Certificate is preferred.

2. Work Experience

Two or more years experience in carpentry, painting and plumbing; Experience in maintaining multiple program facilities is essential. Candidates without the specific education qualifications, but who possess an appropriate combination of work experience and other academic qualifications will also be considered.

3. Skills/Abilities

- a. ability to effectively interact with individuals and groups both internal and external to the Agency to receive desired results;
- b. ability to analyze an issue/problem and make recommendations for an effective and efficient resolution;
- c. knowledge of construction, carpentry, plumbing, dry-walling, painting and electrical;
- d. knowledge of Health and Safety practices in a federally operated facility;
- e. demonstrated ability to safely operate facility equipment (snow blower, lawn mower, weed whacker, power tools, tiller etc);
- f. ability to work productively with limited supervision;
- g. ability to set priorities and manage time within deadlines;
- h. ability to follow direction and work as a member of a team;
- i. ability to maintain confidentiality;
- g. ability to work within the policies, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- h. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- i. ability to understand and/or speak an Anishinabek language.

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CONDITIONS OF EMPLOYMENT

- a. must have the ability to work flexible hours as determined by the Facility Operations Manager in relation to service requirements;
- b. must be able to travel to district offices quarterly for maintenance needs;
- c. must possess a Class “G” Driver’s Licence and have access to a personal vehicle;
- d. must provide a criminal records check with vulnerable sector search;
- e. must possess or be willing to obtain a Standard First Aid and/or CPR certificate;
- f. must possess or be willing to obtain Fall and Arrest training;

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.