



TOWN OF HAY RIVER – POSITION DESCRIPTION

A. IDENTIFICATION:

Position Title:	Senior Facility Maintainer
Department:	Public Works and Services
Reports to:	Supervisor of Public Works
Date:	January 2024
Status:	Full-time

B. JOB SUMMARY:

Reporting to the Supervisor of Public Works, the Senior Facility Maintainer is responsible for maintaining indoor and outdoor municipal assets, buildings, and facilities. Maintenance activities include inspections, minor construction, and repairs to internal and external structures, plumbing, and mechanical systems. Other responsibilities include overseeing and performing snow removal, vegetation management, line painting, sidewalk repairs, asphalt repairs, maintenance and repair to street signs, and other related work.

The Senior Facility Maintainer provides training, support, and supervision of seasonal maintenance staff and other departmental staff as required.

C. DUTIES & RESPONSIBILITIES

1. Ensures the efficient and safe operation and maintenance of the following facilities by referencing WSCC regulations, facility operational manuals, industry guidelines, and applicable government regulations. This includes but is not limited to:
 - Public Works Town Garage and Ancillary Buildings
 - Town Hall
 - Fire Hall
 - Visitor Information Centre
 - Landfill Office and Ancillary Structures
 - Wastewater and Water Treatment Facilities
 - Other facilities identified by the Supervisor of Public Works
2. Maintains municipal assets, buildings, and facilities. This includes but not limited to the following:
 - Inspecting buildings and facilities for needed services and repairs
 - Maintaining doors, windows, external lighting and other items
 - Maintaining building interiors and exteriors
 - Inspect and change out HVAC filters
 - Inspecting and maintaining building plumbing fixtures
 - Coordinating building or system repairs/services with contractors and service companies
 - Repairing and installing street and building signage
 - Completing crosswalk and other line painting activities
 - Completing concrete repairs on sidewalks or buildings

- Upkeeping of property exteriors including snow removal, mowing and vegetation management
 - Conducting asphalt repairs
 - Recording and cataloging maintenance activities
3. Performs carpentry and other related services. This includes but is not limited to:
- Building and repairing minor fixtures and fencing
 - Painting fixtures and buildings
 - Operating and maintaining carpentry tools and equipment
4. Supervises, trains and support seasonal and departmental staff by:
- Providing training to staff regarding operations and maintenance of facilities
 - Providing leadership and guidance to department staff
 - Enforcing safe work practices
 - Assigning tasks and providing guidance to department workers
5. Assists the Supervisor of Public Works in the general administrative duties of the Public Works maintenance program. This includes but is not limited to:
- Ensuring preventative maintenance schedules are followed
 - Recording any new maintenance adjustments or changes that impact regular operations
 - Reviewing and providing input to the supervisor regarding maintenance activities, as well as logging daily maintenance activities and work orders/reports as needed
 - Making recommendations for the purchase of goods and equipment in order to maintain inventories levels
6. Ensures and upholds a safety culture for the operation and maintenance of all Town assets and infrastructure. This includes but is not limited to:
- Model safe work procedures
 - Contributing to creating a culture of workplace safety with colleagues and others
7. Performs other related duties as required

D. KNOWLEDGE and SKILLS:

The following knowledge, skills and experience are required for an individual to be able to perform the duties of this position:

Education and Experience:

- Completion of a Journeyman Certification Program in a related trade
- Several years of trades and supervisory experience.

Job Knowledge Requirements:

- Sound knowledge of the principles and practices of facility operations and maintenance
- Knowledge of carpentry and basic mechanical systems
- Knowledge of concrete and asphalt repairs
- Basic knowledge of safe operation of motorized equipment and tools
- Knowledge of applicable laws, bylaws and policies and procedures
- Knowledge of safety practices

Technical Skills & Abilities:

- Analytical and problem-solving skills

Interpersonal Skills:

- Customer service skills
- Team leadership skills
- Supervisory skills
- Effective organizational skills

E. POSITIONS SUPERVISED:

This position supervises:

- Seasonal summer students
- PW Labourer as required

F. WORKING CONDITIONS**Physical Demands**

The Senior Facility Maintainer position is a physically strenuous job. The incumbent may be lifting up to 50 lbs, pulling and managing heavy objects. The incumbent will have to work in all weather, and must be prepared for both extreme heat and cold.

Environmental Conditions

The Senior Facility Maintainer must work outside in all different weather conditions including extreme cold and extreme heat. The incumbent may be exposed to dangerous and/or toxic substances and must take necessary safety precautions.

Sensory Demands

There are no unusual sensory demands with this position.

Mental Demands

The Senior Facility Maintainer must work independently and is expected to maintain a schedule. Coordinating preventative maintenance will require a broad perspective. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

G. CONDITIONS OF EMPLOYMENT:

- Position of Trust – criminal records check required
- Must have a valid Class 5 driver's license

H. CERTIFICATION

Position Title: Senior Facility Maintainer – Public Works

<hr/> Employee Signature	<hr/> Supervisor Title
<hr/> Printed Name	<hr/> Supervisor Signature
<hr/> Date	<hr/> Date
I certify that I have read and understand the responsibilities assigned to this position.	
I certify that this job description is an accurate description of the responsibilities assigned to the position.	
<i>"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."</i>	

COMPETENCIES

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the work of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manages Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Decision-making & Problem Solving – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.

Teamwork – interacts with people effectively. Cooperates within a group and across groups.

Work Standards – sets and maintains high performance standards. Pays close attention to detail, accuracy and completeness.

Reliability – takes personal responsibility for job performance. Completes work in a timely manner. Sticks to commitments.

Initiative – takes action to influence events. Generates ideas for improvement, takes advantage of opportunities, suggests innovations. Does more than required.

Safety Awareness – puts safety first before undertaking any action. Is a role model in demonstrating safe behaviours and encourages it in others.