



GENERAL MAINTAINER
Operations Services

Position Title: General Maintainer **Classification:** Trades 1 - NSUPE

Job Summary:

The General Maintainer contributes to the effective operation of the Physical Plants within the Halifax Regional Centre for Education and implements the principles of good energy management stewardship. The General Maintainer/Labourer is responsible for general labourer duties, building and grounds maintenance tasks, assisting trades staff and movement of materials and equipment. These duties include work of general maintenance competence, physical capability, and troubleshooting aptitude. The position reports to the Manager of Maintenance and takes direction during shifts from on duty maintenance supervisors.

Competencies Required:

The General Maintainer shall have the following competencies:

- (a) The ability to assist all trades and staff including plumbers, burner technicians, carpenters, painters and electricians in support of a complete maintenance program within HRCE;
- (b) The ability to perform a wide range of maintenance duties such as window mechanism repairs, tile and carpet removal, painting, securing buildings, roof drain cleaning, ceiling tile replacement, removal of roof debris, minor driveway and walkway repairs, catch basin maintenance;
- (c) The ability to safely perform manual tasks involving physical exertion such as loading, moving and unloading furniture, equipment, books, risers and other materials;
- (d) The ability to communicate effectively both internally within Operations Services, externally to other departments and various school sites and third parties including students, school staff, parents, and outside agencies such as external service providers;
- (e) The ability to work and communicate effectively within a team environment;
- (f) The ability to employ effective written and oral communication skills;
- (g) The ability to apply knowledge and understanding of Centre policies and procedures and carry out these policies and procedures as required;
- (h) The ability to work within a team or individually, as required, with minimal supervision;
- (i) The ability to apply knowledge of Health and Safety procedures, which include fire and emergency plans, and Department of Environment and Labour procedures;
- (j) The ability to apply a basic knowledge of applicable regulatory, building and trades guidelines and codes;
- (k) The ability to apply a working knowledge of material storage on vehicles and transportation procedures;
- (l) The ability to prioritize in the scheduling of work requirements and react effectively to emergencies or other changes requiring re-scheduling in priorities;
- (m) The ability to maintain a high standard of service delivery ;
- (n) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (o) The ability to understand and promote confidentiality;
- (p) The desire and ability to engage in continuing education and skills upgrading.

Qualifications:

- (a) High School Diploma or equivalent through educational programs such as Graduated Equivalent Diploma (GED);
- (b) Minimum three (3) years experience working in a building maintenance environment;
- (c) Experience directly related to, or assisting a journey person in, building and system repair, renovation and/or maintenance field considered an asset;
- (d) Valid Nova Scotia driver's license and satisfactory driving record;
- (e) Physical and mechanical aptitude to perform a full range of maintenance and manual tasks.

Duties and Responsibilities:

- (a) Assists all trades and staff including plumbers, burner technicians, carpenters, painters, and electricians in support of a complete maintenance program within HRCE;
- (b) Performs duties such as window mechanism repairs, lubricating doors, tile and carpet removal, painting, boiler tube cleaning, securing buildings, emergency water shut off, roof drain cleaning, ceiling tile replacement, air filter changing, removal of roof debris, replacement of lights, minor driveway and walkway repairs, catch basin maintenance;
- (c) Loads, transports, and unloads planned furniture, equipment, books, risers and other material requested and approved within facilities of the Centre;
- (d) Performs daily vehicle operational checks and maintains assigned vehicle in an orderly manner. Notifies and schedules vehicle maintenance through supervisor;
- (e) Accurately completes and documents work orders prior to submission to supervisor. Provides written reports on any inspections and/or tests and makes recommendation to improve performance;
- (f) Makes recommendations and determines potential work time for planned furniture and equipment moves;
- (g) Performs snow and ice control duties such as salting, shovelling walkways, roofs, and driveways as required;
- (h) Operates power tools, and cleans, maintains, and stores equipment after use;
- (i) Maintains clean and orderly conditions in all working areas, including shop, vehicle, and school sites;
- (j) Performs risk assessment of all assigned projects and maintains risk management protocols at all times;
- (k) Use personal protective equipment appropriate for specific tasks;
- (l) Performs other operational duties as required.

Work Environment (Equipment, Demands, Hazards):

- (a) Ability and dexterity in use of various manual and powered hand tools;
- (b) Must be able to use various equipment such as ladders, staging, and man lifts;
- (c) Occasional periods of high levels of physical exertion are needed. This includes heavy lifting (50+lbs), climbing, crouching, balancing, reaching, stooping, carrying, working in confined spaces, above or below normal temperatures, etc.;
- (d) Working at times with very small parts, in areas of public access, both individually and with others;
- (e) Required travelling between various sites within HRCE using assigned vehicle;
- (f) Job requires predominately walking, standing and manual tasks. Normal work period is spent indoors and outdoors;
- (g) HRCE identification must be worn and visible at all times during work shift.
- (h) Hours of work and terms of employment subject to Collective Agreement, including call-back and overtime. Work evenings, days, and weekends as required.