

Benchmark Title**BUILDING MAINTENANCE WORKER****Job Summary**

Performs maintenance & repairs related to buildings, grounds and equipment, in one or more areas such as electrical, plumbing, painting and grounds-keeping.

Key Duties and Responsibilities

1. Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
2. Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum.
3. Monitors work performed by contractors, prepares estimates of labour and material costs, contacts external contractors and trades people to obtain quotes and arranges for major repairs and maintenance work.
4. Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
5. Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
6. Completes and maintains related records such as maintenance logs and security incident reports.
7. Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Operates a motor vehicle to pick up and move goods and supplies. Arranges furniture for special events.
8. Performs other related duties as required.

Qualifications*Education and Knowledge*

Grade 10, plus related vocational training such as a building maintenance course.

Training and Experience

Two (2) years recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Building Maintenance Worker

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires grade 10 plus related vocational training such as building maintenance course	2	38
2	Training and Experience – Requires 2 years recent related experience	4	100
3	Physical Demands – Often pushes, pulls, lifts or carries heavy weights	6	42
4	Concentration – Often conducts inspections, sometimes performs detailed craft work	4	33
5	Independence – Guided by general procedures or instructions, uses past practice or previous instruction to perform maintenance and repairs and establish preventive maintenance plans and schedules	4	57
6	Judgement – Assess maintenance and repair requirements and choose an approach using accepted procedures, techniques, and equipment to perform maintenance and repairs	4	57
7	Leadership/Supervision – Work involves monitoring the work of contractors	2	40
8	Accountability – – Errors in maintenance and repairs may impact work flow, create rework or cause limited waste of resources	3	43
9	Communication – Facilitates joint effort in arranging repairs and monitoring work of contractors	4	57
10	Care of Individuals – Little or no responsibility	1	10
11	Environment/Working Conditions – Often exposed to highly undesirable working conditions including chemicals such as paint, stains, cleaning agents and glue when performing basic painting, plumbing and carpentry work; requires specific safety precautions to mitigate risk of injury	6	50
Total Points			527