

CLASSIFICATION GRID: 7

BENCHMARK TITLE: MAINTENANCE WORKER

BENCHMARK NUMBER: 80400

JOB FAMILY: ENVIRONMENTAL SERVICES

**SCOPE AND LEVEL DEFINITION**

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

**TYPICAL FUNCTIONS 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 tradespeople 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 and documentation such as maintenance logs and security incident reports.
7. Transports equipment, furniture, and supplies manually and/or using aides such as dollies and carts. Arranges furniture for special events.
8. Monitors maintenance and housekeeping supplies. Places purchase orders with external suppliers, receives supplies, checks invoices against orders and goods received, stores and distributes supplies, and contacts suppliers to obtain and provide general information.

9. Provides clients with basic information related to the building. Explains clients' responsibilities for duty assignments, provides direction, and monitors and assists clients with chores.
10. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Grade 12
- Certificate in First Aid
- Recent, related experience of two years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to plan, organize, and prioritize