
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Workers

Grid: 20

Class Title: Maintenance Worker IV (Charge)

I. Level Definition

Positions at this level perform maintenance and repair duties related to buildings, grounds and equipment in compliance with applicable codes and regulations; are in charge of the maintenance function carrying out related administrative duties; may supervise Maintenance Workers and/or other designated staff.

II. Typical Duties

- (1) Is in charge of the maintenance function by performing a variety of duties such as recommending renovations to facility, preparing estimates of labour and material costs, and monitoring maintenance contract work to ensure adherence to facility requirements.
- (2) Performs maintenance and repair duties in one or a variety of areas such as electrical and/or painting.
- (3) Monitors expenditures and makes recommendations regarding budget for assigned area.
- (4) Oversees and updates standards and procedures for assigned area.
- (5) Supervises Maintenance Workers and other designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10, plus three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.