

# THE CORPORATION OF NORTH ALGONA WILBERFORCE TOWNSHIP

## JOB DESCRIPTION

**JOB TITLE:** Facility Maintenance

**REPORTS TO:** Public Works Superintendent

### **POSITION SUMMARY:**

The Facility Maintenance position will be responsible for cleaning and maintenance duties within the facilities and properties owned and operated by the Township including; Shaw Woods Municipal Office & Garage, Golden Lake Public Works Garage, Golden Lake Hall, Lake Dore Lodge, Golden Lake Fire Hall, Deacon Fire Hall, Rankin Fire Hall, Melissa Bishop Park, and Visitors' Information Centre. The position requires use of small tools, various cleaning equipment, and ensuring that safety procedures are adhered to at all times when performing their responsibilities.

**Self:** To maintain the Township facilities through the coordination of community resources.

**Other:** To provide the community with clean, well-maintained facilities and assist other staff in new initiatives related to community use of facilities.

**System:** To improve internal coordination and external experience related to facilities use.

**Culture:** To ensure that community members and visitors have a positive experience when attending or using Township facilities.

The expectation for "self" level is to:

1. Set and maintain a standard of facility maintenance and cleanliness that creates a sense of pride for the community.
2. Collaborate with all staff to ensure that future facility use is planned for and community and staff needs are shared with the Clerk Treasurer.
3. Deploy municipal resources in resourceful ways that aid in the advancement of strategic projects and priorities related to facilities.

### **ACCOUNTABILITIES:**

1. Code of conduct
  - a. comply with Code of Conduct.
2. Training and development
  - a. obtain budgeted training and apply new skills.
3. Document control
  - a. collect and store documents in accordance with the policy.

4. Policies and procedures
  - a. comply with policies and procedures.
5. Strategic priorities
  - a. understand the role and participate in strategic priorities.
6. Asset Management
  - a. provide information related to the repair and maintenance of equipment to the Public Works Superintendent.
7. Budget
  - a. contribute to the use of Township funds and equipment in the most efficient way.
8. Compensation
  - a. submit a complete and accurate timecard to the Public Works Superintendent in accordance with the payroll policy.
9. Health and Safety
  - a. attend training and be accountable for completion of the required certification.
  - b. apply the information they obtain within the training.
  - c. compliance with all health and safety policies, protocols and practicalities.
10. Protection of personnel files.
  - a. Provide confidential personnel information to the Clerk Treasurer.

## **RESPONSIBILITIES THAT LEAD TO THE ACCOUNTABILITY OUTCOME**

1. Develop and implement an effective cleaning schedule for the Township facilities based on building use, this will include a flex schedule to avoid building occupants and to ensure cleaning occurs as soon as possible after events. Duties include; vacuuming, sweeping, scrubbing and polishing floors, dusting and washing desks/counters/tables/chairs, cleaning washrooms, waste removal, clean walls, windows and exterior of buildings.
2. Checks rented facilities for cleanliness and potential damage after use.
3. Operation of Scrubbing and polishing equipment.
4. Update Digital Community Event Boards.
5. Complete workplace Health and Safety inspections in accordance with the Occupational Health and Safety Act.
6. Maintain Workplace Hazardous Information Materials System (WHMIS) for cleaning products in all facilities.
7. Manage purchase and distribution of cleaning and maintenance supplies including cleaning maintenance supply rooms.

8. Complete minor maintenance work as required.
9. Maintain filter(s) on furnace and HVAC units.
10. Maintain small drinking water systems including equipment maintenance and water sampling.
11. Basic maintenance of the facility including small repairs.
12. Report damage of the facility or equipment to the supervisor as soon as known.
13. Inspect parks/playground equipment, maintain when required.
14. Assist supervisor with management of contractors (plumbing and electrical).
15. Performs minor gardening tasks and lawn maintenance tasks such as mowing, weeding, pruning and watering.
16. Clear snow from steps and walkways.
17. Performs other related duties as required.

#### **FINANCIAL**

18. Work with supervisor to develop and manage facility maintenance budget including planning for regular maintenance and significant upgrades when required.
19. Manage aspects of budget associated with the duties of the position provide financial requirements to Deputy Treasurer as outlined in financial policies.

#### **EMERGENCY MANAGEMENT**

20. Participates as a member of the Municipal Emergency Management Group (MECG) and Municipal Emergency Control Group (MECG) as assigned.

#### **QUALIFICATIONS:**

1. Previous applicable experience.
2. Ability to work effectively with and for the public.
3. Ability and willingness to work varied hours to accommodate various Township program(s) and building usage.
4. Ability to perform frequent lifting and carrying, moving, bending, moving from side-to-side, and climbing for extended periods of time indoors and outdoors in inclement weather when completing day-to-day operations.
5. Ability to operate scrubbing and floor polishing equipment.

6. Knowledge of Workplace Health and Safety Act and WHMIS.
7. First Aid & CPR training preferred but not mandatory.
8. Knowledge of general construction and maintenance practices and principals.
9. Experience using carpentry equipment and various small tools.
10. Ability to prepare and maintain accurate inventory and facility use records.
11. Ability to work, adjust and be flexible with hours including after business hours and weekends.
12. Vulnerable Sector Check required.