



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Settlement Maintainer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-13398	Ulukhaktok	Facilities/Beaufort Delta

## **PURPOSE OF THE POSITION**

To inspect, maintain and repair all government owned and operated buildings, works and equipment in the Hamlet of Ulukhaktok in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies and departmental procedures to minimize breakdowns and to maximize the lifetime of facilities and other assets.

The Settlement Maintainer leads the implementation of departmental initiatives related to the operation and maintenance of buildings, works, vehicles, equipment and utilities in accordance with territorial and national codes and GNWT policy and procedures in support of safe and reliable assets that maximize life-cycle operation in the Hamlet of Ulukhaktok.

## **SCOPE**

Located in Ulukhaktok, this position is the department's only representative in the community of Ulukhaktok, and maintains an inventory of approximately 14 buildings including a school, health centre/residence, air terminal building, petroleum products tank farm and a College Learning Centre valued at approximately \$27 million. The incumbent manages approximately 750 work orders per year valued at approximately \$300,000. This position, guided by departmental and regional procedures in maintenance management and health and safety areas, and is responsible for results and outcomes.

The incumbent reports to the Maintenance Coordinator responsible for communities (based in Inuvik). The incumbent works independently and sets their own work schedule to meet preventative maintenance and demand maintenance requirements. The incumbent is assigned preventative maintenance work through the generation of work orders issued out of Inuvik. Repair work is either identified through these preventative maintenance checks or through notification from client departments. The incumbent may supervise casual employees or students, and the work of contractors. The incumbent must be familiar with Department of

Infrastructure's Good Building Practices for Northern Facilities (GBP) guidebook. This position requires the incumbent to work in a computerized maintenance management environment and initiate, track, and update the status of work orders using a computer, on a daily basis. Spending authority of \$5000 is delegated to this position.

## **RESPONSIBILITIES**

### **1. Maintains government owned and operated buildings and equipment to optimize the lifetime usefulness of the assets.**

- Conducts regular inspections of buildings to identify and achieve any repairs required before they become a major deficiency or present a hazard.
- Completes minor carpentry repairs and painting to preserve the quality of buildings.
- Conducts routine service checks of plumbing, heating and electrical systems as outlined in the Maintenance Management System manual to ensure systems and equipment are in good working order.
- Completes minor repairs to plumbing, heating and electrical systems and equipment to ensure systems and equipment are operating effectively and efficiently.
- Provides support to regional tradesmen and contractors to aid in the repair and installation of electrical systems and in the completion of major carpentry repairs.
- Inspects and tests fire alarm systems, and inspects, tests, and services firefighting equipment to ensure the systems and equipment will work when needed.

### **2. Completes work orders and log books for all maintenance and repairs to buildings work and mobile equipment in order to identify historical costs and work completed on each asset.**

- Identifies supplies required to complete jobs and compiles materials lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner.
- Completes work order reports for all work assignments by indicating materials used, work accomplished, and time required to complete the jobs.
- Identifies any major repairs or renovations required to government assets in order to maximize their usage.
- Records facility status, preventative maintenance completed and repairs required in facility log book on a daily basis.

### **3. Performs administrative tasks to assist the regional office in carrying out departmental objectives.**

- Orders replacement supplies in consultation with supervisor.
- Reports on work performed by contractors to ensure satisfactory performance and compliance with terms of the contract.
- Compiles and maintains an inventory of all materials in the workshop to account for government owned stock and equipment.

4. **Acts as a liaison between the community and the Department of Infrastructure's regional office to ensure that sensitive issues involving the department are brought to the attention of the supervisor.**
5. **Maintains Department's vehicles and mobile equipment to ensure safe and efficient operation of the assets.**
  - Performs routine service checks such as changing oil and lubrication moving parts to keep assets in operation.
  - Obtains monthly meter and/or mileage readings to monitor the wear and tear being placed on vehicles and equipment.
  - Reports accidents, incidents and abuse of equipment to supervisor to ensure the necessary claims can be filed with the appropriate government department.

## **WORKING CONDITIONS**

### **Physical Demands**

Constantly required to lift heavy tools and equipment in the mechanical, electrical and carpentry trades, as well as work in awkward positions (4-6 hours per day). A considerable amount of time is spent walking to and at work sites to inspect all government owned buildings and works in the community (4-6 hours per day). As the incumbent is required to work alone, there is a higher risk of injury.

### **Environmental Conditions**

For 4-6 hours per day the incumbent experiences working in extreme weather conditions, exposure to loud noises in mechanical rooms, and exposure to dirt and dust for most of the day. There is a risk of injury both in the nature of the work and in performing repair work on site. There is a risk of injury working with various chemicals related to performing maintenance and repair work.

### **Sensory Demands**

Work involves hand/eye coordination to make repairs and replace parts, and intense listening and observational skills in the diagnosis of equipment problems. Touching will be required in making repairs that are obscured from vision.

### **Mental Demands**

This position is called out at all times of the day and night, causing disruption to family life. Pressure from people in the community regarding repairs and unusual requests and complaints causes disruption in lifestyle and work schedule. This position is the sole maintenance position within the community and expectations from the community are high.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of building and mechanical trades in order to maintain government assets.
- Knowledge of northern building construction in order to understand building structures and be able to maintain them.

- Ability to use and work in International System of Units (SI - the metric system) as many tools and parts are in metric.
- Skilled in the operation and maintenance of equipment
- Knowledge of the following codes, legislations and other documents related to building trades and the ability to reference and interpret individual items from the code books, legislation or other documents including: National Building Code, Canadian Electrical Code, Canadian Plumbing Code, Northwest Territories Fire Code, WSCC (Workers' Safety and Compensation Commission) Documents, Maintenance Management System Manual and various Equipment Operating Manuals.
- Ability, knowledge and skills to work in a computer-based environment; ability to use word-processing, spreadsheet and email programs (such as Microsoft Word, Excel and Outlook), as well as a variety of web-based software systems required to operate in the government environment.

**Typically, the above qualifications would be attained by:**

Journeyman certificate in one of the building or mechanical trades and three (3) years related experience in one of the building or mechanical trades; training and demonstrated knowledge in a variety of software programs to facilitate administrative work.

Experience in operation and maintenance of equipment in order to work independently to maintain and repair a variety of assets is required.

Class five (5) driver's license is also required, as the incumbent must drive to the government assets being maintained transporting with parts, tools and equipment.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B)  Intermediate (I)  Advanced (A)   
 READING COMPREHENSION:  
 Basic (B)  Intermediate (I)  Advanced (A)   
 WRITING SKILLS:  
 Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Aboriginal language: Choose a language**

- Required
- Preferred