

## IDENTIFICATION

Department	Position Title	
Justice	Facility Maintenance Coordinator	
Position Number(s)	Community(s)	Division/Region(s)
82-0242, 8215	Yellowknife, Hay River	Corrections/NSCC and SMCC

## PURPOSE OF THE POSITION

The Facility Maintenance Coordinator implements maintenance programs for the Justice facilities and vehicles in accordance with departmental and accepted maintenance and contracting standards and supervises offenders, within departmental guidelines of the Northwest Territories, in accordance with operational standards established in the Corrections Division, in order to provide safe and secure custody, rehabilitation and reintegration of sentenced and remanded Offenders. The incumbent will ensure the ongoing provision and enforcement of policy and services within the Corrections Mission, Vision and Value statement.

## SCOPE

- This position reports to the Deputy Warden, ensuring maintenance standards are sustained within the Facility.
- Direct supervision of work crews up to 12 offenders.
- Supports maintenance of mobile equipment owned by the Department of Justice.
- Oversees 8 – 10 minor public work orders per week.
- Liaison with various departments, local businesses and agencies including Department of Public Works and Services.
- Operates in relative autonomy.
- Is a Peace Officer while on duty.
- Oversee orientation training of offender work crews, new employees and/or casuals.
- Work is directed by legislation (Federal-Corrections Conditional Release Act, Corrections Conditional Release Act, Prison and Reformatories Act, Criminal Code of Canada, Youth Criminal Justice Act, Young Offenders Act and Territorial GNWT Corrections Act, Public Service Act, Access to Information Privacy Protection Act); and specific policies (Corrections Service Directives, Territorial Safety Acts and Legislation and the HR Manual).

## **RESPONSIBILITIES**

### **1. Coordinates and monitors building/vehicle maintenance.**

- Sets work schedules and priorities for the short term.
- Coordinates repairs and service inmate work crews performing minor building maintenance.
- Follows proper tool control, storage, and maintenance procedures.
- Accounts for all tools by maintaining inventory and reporting damage where required.
- Instructs offenders in proper tool usage and monitoring tool usage to ensure safety and security.
- Monitors work orders to ensure that the work requested is completed.
- Inspects work of work crews to ensure proper completion.
- Provides guidance to inmates in maintenance area.
- Performs minor repairs as required if time permits.
- Responsible for snow removal of offender area and parking lots
- Maintains/supports WHMIS program in all areas of facility.

### **2. Accountable to ensure a safe and secure setting that contributes to a healthy living and therapeutic working environment while ensuring the safety of society, offenders and staff.**

- Follows and maintains institutional security procedures.
- Assists in the provision of safe and secure custody of residents and responds to situations within established guidelines, to ensure the safety of society, residents and staff.
- Observes and assesses inmate behaviour, and intervenes when appropriate while exercising decision-making authority where appropriate.
- Collects data providing various reports on recommendations of security, safety, personnel issues, incidents, accidents, and inmates. behaviour/progress and other operational issues as requested or required.
- Applies informal and formal disciplinary measures for offenders.
- Monitors, records and reports offender movements within and outside the facility.
- Escorts and transport offenders on work parties, etc.
- Collects data and write safety and security reports.
- Administers contraband control (searches and frisks).
- Participates in or facilitates relevant staff training.
- Mentors staff to competently perform frontline role.
- Adheres to staff dress and deportment to reflect professional standards and adherence to health and safety regulations.

### **3. Accountable for offender management, within established guidelines, to ensure effective, efficient and motivated offenders contribute to a safe and secure working environment.**

- Provides offenders with clear communications and appropriate direction relevant to policy and procedure covering safety, security, health and operational matters.
- Leads and directs offenders in emergency situations or critical incidents.
- Performs personal observations of offender performance, reviews running records and reports, recommending appropriate programs to offenders and to case

- managers.
- Addresses behavioural issues in a constructive manner and apply offender management as required.
- Mediates staff and offender disputes as necessary and ensures overall morale is maintained.
- Communicates with other facility staff on offender issues to ensure group involvement and knowledge is solicited.
- Assists in the provision of resident and facility services within established guidelines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of facility maintenance and the ability to perform minor repair work
- Proven understanding of basic electrical, plumbing, carpentry, and locking systems
- Proven leadership and team building skills.
- Ability to lead and direct during Crisis situations.
- Demonstrated theoretical understanding and ability to assess human behaviour and offender (adult/youth) issues.
- Sound problem solving and decision making skills.
- Proven interpersonal skills with demonstrated verbal and written English communication skills.
- Ability to work in a diverse environment.
- Proven understanding of corrections policies and procedures.
- Knowledge of practical corrections techniques and theories (i.e. childcare, mental health, etc.) with the ability to exercise sound judgment in application (non violent crisis intervention, Suicide Intervention).
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and E-mail applications.
- Strong understanding of Occupational Health and Safety (WHMIS).

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

Trades certificate in a related field with 2 years general building maintenance experience or 4 years direct related experience and completion of CELT.

Incumbent must be First Aid and CPR certified and possess a Class 4 driver's license. Awareness of northern Aboriginal traditions and values would be an asset.

## **WORKING CONDITIONS**

### **Physical Demands**

Threat of physical confrontation with clients, who are high risk, who may be highly emotional or agitated due to mental, physical stress or under influence of substances, occurs approximately once per month for a moderate degree of intensity.

### **Environmental Conditions**

The incumbent works in a secure environment where there can be exposure to communicable diseases, this rate of exposure increase when the incumbent is engaged in direct intervention with the offenders.

**Sensory Demands**

The incumbent must use the combined senses of sight, touch, smell and hearing to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. illegal substances, searches, inmate groupings/gangs).

**Mental Demands**

The incumbent will be required to interact with clients who are agitated and are the subject of a variety of court-imposed conditions resulting in potentially hostile and unpredictable behaviour that poses a significant safety risk. Further, the incumbent works in a secure environment that, isolated by its nature, results in exposure to high-risk situations. Incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

**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