



IDENTIFICATION

Department	Position Title	
Infrastructure	Settlement Maintainer	
Position Number	Community	Division/Region
33-1081	Aklavik	Facilities/Beaufort Delta

PURPOSE OF THE POSITION

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

SCOPE

Located in Aklavik, this position is the department's only representative in the community and maintains an inventory of approximately 10 buildings, including a bio-mass boiler plant at the school, government building, a nursing station/residence, and 7 RCMP buildings. The position is guided by GNWT, departmental and regional procedures in maintenance management and health and safety areas.

The incumbent reports to the Maintenance Coordinator of Communities in Inuvik but works independently and sets their own work schedule to meet preventative maintenance and demand maintenance requirements. The position 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 manages approximately 750 work orders annually valued at approximately \$300,000. This position, guided by departmental and regional procedures in maintenance management and health and safety areas, is responsible for results and outcomes of the Safety and Maintenance Management program

The incumbent supervises casuals as required and hires and supervises the work of contractors. The position has spending authority of \$5,000.

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 correct 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 working efficiently and effectively.
- Provides support to regional tradesmen to aid in the repair and installation of plumbing, heating, Bio-Mass, and electrical systems and in the completion of major carpentry repairs.
- Inspects, tests and services fire alarm systems and firefighting equipment to ensure the systems and equipment will work when needed.
- Checks, cleans and maintains the Bio-Mass boiler daily, monthly, and annually.

2. Maintains and operates the bio-mass boiler to ensure the boiler is always running efficiently and the facility has the proper amount of heat supplied.

- Operates the bio-mass boiler to ensure heat is being supplied to the building,
- Ensures all codes and specific Legislation related to the safe operating of the bio-mass boiler is followed.
- Services the boiler, daily, weekly, quarterly, and annually as per the Manufacture's requirements or as per operational needs.
- Ensures wood pellets are delivered and accounted for when the contractor delivers the wood pellets to the silo.
- Services and maintains the silo when needed
- Assists other trades persons when required.
- Relates information to the Chief Engineering Foreman or Stationary Engineer located in Inuvik and carries out instructions provided by them for the safe operation of the Bio-mass boiler plant.

3. Maintains Department vehicles and mobile equipment to ensure safe and efficient operation of the assets.

- Performs routine service checks such as changing oil and lubricating moving parts to keep the assets in operation.
- Coordinates minor/major repairs with the Regional Repair Facility for repairs when needed.
- Reports to the supervisor accidents and incidents of abuse to vehicles and mobile equipment to ensure that claims can be filed by the Government.

4. Completes work orders, Visa transactions and logbooks for all maintenance and repairs to buildings, works and mobile equipment to identify historical costs and work completed on each asset.

- Identifies supplies required to complete jobs and compiles material lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner;
- Completes work orders for all work assignments to indicate materials used, work accomplished, and time required to complete the jobs;
- Ensures work orders are entered on the iPad, as well as receipts and pictures are uploaded as necessary.
- Compiles an inventory of all materials in the workshop to account for government-owned stock and equipment.
- Identifies any major repairs or renovations required to Government assets in order to maximize their usage.
- Ensures office and Trade Shop is clean and organized at all times.

5. 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.
- Acts as liaison between the community and the Department of Infrastructure regional office to ensure that sensitive issues involving the department are brought to the attention of the Supervisor.
- Corresponds with the Maintenance RCMP Coordinator to ensure RCMP work order requests are complete.

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 worksites to inspect all government owned buildings and works in the community (4-6 hours per day).

Environmental Conditions

For 4-6 hours per day the incumbent experiences working in extreme weather conditions, exposure to loud noises in mechanical rooms, pump house, Bio-Mass Boiler, sewage treatment plant, and exposure to dirt, dust and chemicals for most of the day. Risk of injury both in the nature of the work and in performing repair work on site.

Sensory Demands

Repair work often requires a high level of hand/eye coordination. Troubleshooting occasionally requires a keen sense of touch and/or hearing in diagnosing problems that may not be visible.

Mental Demands

The Settlement Maintainer is called out at all times of the day or night, causing disruption of family life. Pressure from people in the community regarding repairs and unusual requests and complaints also impacts lifestyle and work schedule. Incumbent is usually the sole maintenance position within a community and expectations from the community are high.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all building and mechanical trades in order to maintain Government assets.
- Knowledge of northern building construction systems in order to understand building structures and be able to maintain them.
- Ability to use and work with the metric system as many tools and parts are in metric
- 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.
- Skilled in the operation and maintenance of equipment in order to work independently to maintain and repair a variety of assets.
- Memorization and the ability to read technical manuals.
- Ability to use a variety of computer software and a small Ipad tablet.

Typically, the above qualifications would be attained by:

Journeyman Certificate in one of the Building or Mechanical Trades; certification as a small systems operator and experience in the operation and maintenance of equipment;

Training or knowledge in National Building Code, plumbing, electrical, and fire code

A Class 5 NWT driver's license is also required as this position must drive to the Government assets being maintained.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- 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

Indigenous language: Select language

- Required
- Preferred