



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Settlement Maintainer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-14541	Tuktoyaktuk	Beaufort Delta

## **PURPOSE OF THE POSITION**

The Settlement Maintainer is responsible for the maintenance and repair all Government-owned and operated buildings, works and equipment in Fort McPherson 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 Tuktoyaktuk, this position is the only departmental representative in the community and maintains an inventory of approximately 13 locations, including a bio-mass boiler plant, school, government buildings, park facilities, marine camps, a nursing station/residence, and RCMP buildings. The position is guided by GNWT, departmental and regional procedures in maintenance management and health and safety policies.

The incumbent reports to the Maintenance Coordinator–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. Repair work is either identified through preventative maintenance checks or through notification from client departments. The incumbent engages contractors to ensure work is completed. The position has a spending authority of \$5,000.

## **RESPONSIBILITIES**

- 1. Maintain 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 tradespersons to aid in the repair and installation of plumbing, heating, biomass 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.
- 2. Maintain and operate the biomass boiler to ensure it always running efficiently and the facility has the proper amount of heat.**
- Operates the biomass boiler to ensure heat is being supplied to the building.
  - Ensures all codes and specific regulatory requirements related to the safe operating of the biomass boiler are 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.
  - 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 biomass boiler plant.
- 3. Complete work orders, Visa's 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 electronically logged, 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 to maximize their usage.
  - Ensures office and Trade Shop are always clean and organized.



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

- Orders replacement supplies in consultation with supervisor.
- Reports on work carried out by contractors to ensure satisfactory performance and compliance with terms of the contract.
- Acts as liaison between the community and the Department of Infrastructure Beaufort Delta Regional Office to ensure that sensitive issues involving the Department are brought to the attention of the Supervisor.
- Corresponds with the Maintenance Coordinator - RCMP to ensure RCMP work orders request are complete.

**5. Care and maintenance of departmental vehicles and equipment.**

- Ensures service vehicles, tools, and repair equipment are maintained in accordance with safety standards and manufacturer requirements.
- Performs routine service checks such as changing oil and lubricating moving parts to keep the assets in operation.
- Coordinates minor/major repairs when needed.
- Reports accidents and incidents of abuse to vehicles and mobile equipment to ensure that claims can be filed.

**6. Assists other tradespersons when required.**

**WORKING CONDITIONS**

**Physical Demands**

Constantly required to lift heavy tools and equipment in the mechanical, electrical and carpentry trades, work in awkward positions, and walk to and among worksites to inspect all government-owned buildings and works in the community.

**Environmental Conditions**

The incumbent experiences daily exposure to extreme weather conditions, exposure to loud noises in mechanical rooms, pump house, and biomass boiler, and exposure to dirt, dust and chemicals. Risk of injury both in the nature of the work and in performing repair work onsite.

**Sensory Demands**

Repair work often requires a high level of attention to detail and troubleshooting requires a keen sense of touch and/or hearing to diagnose 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 personal life. Pressure from community members regarding repairs and unusual requests and complaints can impact lifestyle and work schedule.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of all building and mechanical trades to maintain government assets.
- Knowledge of northern building construction systems 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, legislation 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 to work independently to maintain and repair a variety of assets.
- Training or knowledge in National Building Code, plumbing, electrical, and fire code.
- Ability to understand and interpret technical manuals.
- Ability to use a variety of computer software.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

Journeyman certificate in a building or mechanical trade and one year of relevant experience.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

Class 5 driver's license

### **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