



IDENTIFICATION

Department	Position Title	
Infrastructure	Building Maintainer	
Position Number	Community	Division/Region
33-2417	Fort Simpson	Deh Cho

PURPOSE OF THE POSITION

The Building Maintainer conducts preventative maintenance checks, maintains, and repairs all Government-owned and operated buildings in the communities of Fort Simpson, Fort Liard, Jean Marie River, Sambaa K'e, Nahanni Butte and Wrigley.

SCOPE

Located in Fort Simpson this position reports to the Facilities and Maintenance Coordinator and works collectively to set the 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 these preventative maintenance checks or through notification from client departments.

The incumbent's work includes carpentry in accordance with work orders, plans and specifications to ensure Government buildings and works are well maintained including inspection of utilidors; repair/replacement on exterior and interior fixtures as well as working with lock systems. The incumbent inspects and evaluates leveling of buildings and grounds for run-off and makes repairs to the foundation to ensure structure is stable and completes records for all maintenance and repairs to all Government owned buildings works. The Building Maintainer works regular hours plus overtime and frequently travels throughout the Deh Cho Area. The incumbent supervises and trains casual staff and summer students when required.

This position assists in completing capital projects minor works and checks on work completed by contractors to ensure compliance with plans and specifications and the National Building Code. The incumbent maintains a clean and safe working environment in the carpentry shop, maintains control of shop supplies as well as assists other trades persons when required.



RESPONSIBILITIES

1. Maintains Government-owned and operated buildings to optimize the lifetime usefulness of the assets and inspects building structure and components to ensure building is in satisfactory condition by:

- Conducting regular preventative maintenance inspections of all structural building components, including roof, walls, floors, windows, doors and building interiors, in accordance with the Maintenance Management System (MMS) to identify and correct any repairs required before they become a major deficiency or present a hazard.
- Inspecting utilidor structures and supports:
- Diagnosing faults and identifying repairs required.
- Providing support to regional tradesmen.
- Completing inspection reports.

2. Completes work orders and log books, plans and specifications for all maintenance and repairs to buildings to ensure Government buildings and works are well maintained by:

- Identifying supplies required to complete jobs and compiling material lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner.
- Completing work orders for all work assignments to indicate materials used, work accomplished, and time required to complete the jobs.
- Compiling an inventory of all materials in the workshop to account for government-owned stock and equipment.
- Identifying any major repairs or renovations required to Government assets in order to maximize their usage.
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3. Identifying any major repairs or renovations required to Government assets in order to maximize their usage, this includes:

- Repairing or replacing exterior sheathing, drywall, flooring, ceilings, roofing, vapor and air barriers, and building insulation.
- Repairing or replacing doors, windows, cupboards and other components, and fixtures, including caulking.
- Repairing or installing floor coverings (i.e., carpet, tile, cushion floor, etc.).
- Erecting scaffolding, where necessary.
- Fabricating cabinets, shelving and other building components in the carpentry shop.
- Installing insulation and air or vapor barriers.
- Jacking and leveling buildings and grading grounds for run-off.
- Constructing minor capital projects, such as: sheds, porches, and other small buildings.
- Repairing or replacing utilidor structures, supports, insulation and protective coverings.
- Repairing and replacing fencing, signs, park facilities, flagpoles, etc.



- Installing, repairing and re-keying lock systems.
- 4. Renovates Government buildings, in accordance with work orders, plans and specifications, by:**
- Constructing partitions, walls and other building components.
 - Building porches and erecting and repairing fences.
 - When requested by supervisor, checking on carpentry work performed by contractors to ensure compliance with plans and specification and the National Building Code.
- 5. Completes records for all maintenance and repairs to buildings, by:**
- Identifying repairs required to complete jobs and ordering replacement supplies in consultation with supervisor.
 - Completing work orders for all work assignments indicating materials used, work accomplished, and time required to complete jobs.
 - Compiling an inventory of all materials in the workshop to account for government-owned stock and equipment.
 - Identifying any major repairs or renovations required to Government assets in order to maximize their usage.
 - Accounting for eight hours of work daily, plus any overtime hours.
- 6. Repairs building foundations to ensure structure is stable, by:**
- Building concrete forms, according to plans and specifications.
 - Mixing and pouring concrete to replace or repair floors, walls, foundations, walkways, etc.
- 7. Performs other duties, such as:**
- Supervising and training casual staff as required.
 - Cleaning carpentry shop and machinery, and sharpening tools.
 - Repairing furniture, minor finishing and touch-up.
 - Controlling the use of materials and supplies from the trade shop.
 - Installing and repairing ceramic tiles and plastic tub enclosures, and applying silicone grouting.
 - Assisting other tradespeople in emergency situations (i.e., following instructions of the Electrician, during major power failures);
 - Installing drapes, venetian blinds, window deflectors, etc.
 - Repairing minor damage to drywall.
 - Doing minor painting.



WORKING CONDITIONS

Physical Demands

Constantly required to lift heavy tools and 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)

Frequently works in confined spaces (attics, crawl spaces), up to 4 hours a week, there is moderate to extreme physical fatigue, discomfort or stress.

Environmental Conditions

Occasional ice road travel to small communities, up to 3 hours a month - moderate risk

Travels in small aircraft and in various weather conditions, up to 4 hours a month.

For 4-6 hours per week the incumbent experiences working in extreme weather conditions, and exposure to dirt and dust.

Frequent exposure to loud noise from various power tools.

Sensory Demands

Must be focused at all times using power and hand tools, up to 4-6 hours a day.

Mental Demands

Occasionally, will travel to communities, and spend time away from home, up to 40 hours a month, for 7 months.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Northern building construction in order to understand building structures and be able to maintain them;
- Knowledge of all buildings to maintain Government assets.
- Knowledge and skills repairing and renovating buildings.
- Knowledge of the National Building Code, Northwest Territories Fire Code, WSCC (Workers' Safety and Compensation Commission) Documents, Maintenance Management System Manual, and various Equipment Operating Manuals.
- Skills and abilities in finishing carpentry, forming concrete and locksmithing.
- Ability to supervise and train casual staff as required.
- Ability to use and work with the metric system as many tools and parts are in metric.
- Ability to keep accurate records.
- Ability to read and follow plans and specifications.



- 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 certification as a housing maintainer with three years of experience in repairing and renovating buildings.

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