



IDENTIFICATION

Position Number	Position Title	
73-4493	Property & Maintenance Technician	
Department	Division/Region	Location
Aurora College	Thebacha Campus	100-Fort Smith

PURPOSE OF THE POSITION

The Property and Maintenance Technician is responsible for the care and control of property and equipment at the Thebacha Campus by providing maintenance, inventory, shipping and receiving services and assistance. The Technician works within the context of the College Policies and Procedures Manual and follows general building maintenance and shipping and receiving guidelines.

SCOPE

The Property and Maintenance Technician contributes to the success of the Campus by providing maintenance, inventory and shipping and receiving services and assistance. Failure to maintain facilities and/or equipment will have a significant impact on the ability of staff to deliver courses and students to have a successful College experience.

The incumbent is responsible for completing, coordinating and/or contracting repairs to over 40 campus buildings and facilities. The incumbent is also responsible for shipping and receiving a significant amount of goods for the Campus.

The Property and Maintenance Technician reports to the Manager, Student Services. The incumbent must follow established policies and procedures. The incumbent makes recommendations on methods to improve efficiency and effectiveness of the system and/or current policies and procedures. Though the incumbent reports directly to the Manager, Student Services, the position is required to communicate frequently with, and take direction from, the Property and Maintenance Technician Lead Hand on work orders.

RESPONSIBILITIES

1. Maintain all Thebacha Campus buildings, grounds, equipment and furniture

- Prepare annual inspection and maintenance requirement reports of College buildings and property
- Establish and maintain maintenance reports annually which includes annual and periodic maintenance inspection schedule
- Meet regularly with Public Works & Services to review monthly plans on maintenance and work orders
- Assist in bi-monthly inspections of the student accommodation with the Residence Life staff
- Reconcile work order requests and coordinate and inspect final work
- Receive, investigate, prioritize and assign daily maintenance requests

- Prepare work orders, complete minor work orders and review outstanding items
- Maintain/repair locks – master key system for all buildings
- Maintain sign-out schedule for vehicles and instructor house
- Maintain grass, parking areas and monitor rules and regulations for same
- Maintain all signage, exterior and interior
- Maintain fire code regulations: fire exits, fire evacuation signs, monthly fire checks
- Perform general carpentry maintenance duties
- Perform minor plumbing maintenance duties
- Perform general painting maintenance duties
- Replace light bulbs/fluorescent tubes as required

2. **Maintain shipping and receiving for the Campus**

- Receive all purchases at a specified locations
- Identify originator and deliver goods
- Complete damage reports
- Pick up items for shipping and deliver to freight companies using a prepared schedule
- Requisition local cartage for campus moves
- Allocate freight bills to programs
- Tag all controllable assets
- Prepare daily outgoing mail for pick up by mail contractor

3. **Complete other related duties as required**

- Supervise ice and snow removal
- Supervise grounds maintenance in summer
- Investigate complaints concerning plant and equipment
- Supervise that janitorial contract obligations are met for all facilities
- Coordinate the contract for heating fuel delivery
- Perform general locksmith duties
- Manage parking lots and request for power plug in parking applications

4. **Repairs to facility and equipment and furniture**

- Make minor repairs to existing furniture and assemble new furniture orders
- Ensure Campus mail is properly prepared for mailing

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in building trades and knowledge of minor maintenance repairs
- Knowledge of shipping and receiving policies and procedures and inventory control methods
- Skill in problem solving
- Skill in organizational skills
- Skill in verbal and written communications skills

Typically, the above qualifications would be attained by:

- Completion of a journeyman certification in carpentry
- one year experience.

Asset:

- Certification in locksmithing

WORKING CONDITIONS

Physical

There are significant physical demands associated with this position. The incumbent is required to constantly visit the buildings of the Campus. The incumbent must also work on minor repairs, often in awkward positions and in inclement weather, and handle goods and equipment on a regular basis. Many of the goods and equipment are heavy and put significant physical strain on the incumbent.

Environmental Conditions

The incumbent must work in a noisy, open area. The incumbent is also expected to run errands and drive vehicles on several occasions, including during very cold and inclement weather.

Sensory Demands

The incumbent works in a noisy and often dusty area, which can affect many senses including oratory.

Mental Demands

The incumbent is faced with mental demands stemming from the need to process numerous maintenance requests on a daily basis, to meet tight deadlines, by conflicting priorities and constant interruptions.

ADDITIONAL REQUIREMENTS

Position Security (check one)

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