



IDENTIFICATION

Position Number	Position Title	
73-7343	Property & Maintenance Technician – Lead Hand	
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. The Property and Maintenance Technician will be the lead hand in this area and responsible for the planning and scheduling of the maintenance of facility and equipment.

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 coming to have a successful College experience.

The incumbent is responsible for taking the lead in 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 incumbent is responsible for all the keys of the facility as the locksmith of the Campus.

The Property and Maintenance Technician reports to the Manager of 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 of Student Services, the position is required to communicate frequently with the Residence Life Manager on work orders on the student residence and receiving guidelines.

RESPONSIBILITIES

1. Prepare and maintain all schedules to perform maintenance on all facilities, grounds, equipment and furniture

Main Activities

- the contact to request work
- prepare long/short term plans for all work
- direct Property and Maintenance Technician and all casuals in that department on daily duties
- perform ongoing supervision during duties
- evaluate work completed

- report to supervisor
- establish and maintain maintenance reports annually which includes annual and periodic maintenance inspection schedule of College buildings and properties
- meet regularly with Public Works & Services to review monthly plans on maintenance and work orders
- supervise grounds maintenance in summer
- investigate complaints concerning facilities plant and equipment
- supervise that janitorial contract obligations are met for all facilities
- receive, investigate, prioritize and assign daily maintenance requests
- prepare work orders, complete minor work orders and review outstanding items

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

Main Activities

- implement annual inspection and maintenance requirement reports of College buildings and property
- implement maintenance reports annually which includes annual and periodic maintenance inspection schedule
- implement work identified at 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
- implement daily maintenance requests
- implement work orders, complete minor work orders and review outstanding items
- 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

3. Maintain all Thebacha Campus locks and keys

Main Activities

- prepare and maintain locks/keys signing log book and master key system for all facilities
- maintain locksmith inventory
- reconcile request and coordinate final work
- cut keys and repair locks
- make and /or machine parts used
- train and supervise Property and Maintenance Technician in same
- repair/master locks
- shim/pick locks when necessary
- repair/replace panic hardware and door closers

4. Maintain shipping and receiving for the Campus

Main Activities

- ensure Campus mail is properly prepared for mailing
- 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
5. Repairs to facility and equipment and furniture
Make minor repairs to existing furniture and assemble new furniture orders
6. Complete other related duties as required

Main Activities

- supervise ice and snow removal
- coordinate the contract for heating fuel delivery
- manage parking lots and request for power plug in parking applications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent of this position requires wide knowledge in building trades and knowledge of minor maintenance repairs. The incumbent requires knowledge of shipping and receiving policies and procedures and inventory control methods.

Skills The incumbent of this position requires skills in the areas of:

client service	problem solving	implementation
planning and problem solving	relationship building	tool and equipment repair
team building	verbal and written communications skills	listening
excellent interpersonal skills	organizational skills	

Abilities The incumbent of this position must be

organized and have a concern for order	cooperative and friendly	dedicated and hardworking
honest	innovative	positive
respectful of others	self-confident	a team player

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

This experience and knowledge would normally be acquired through journeyman certification in carpentry. Certification in locksmithing would be an asset.

WORKING CONDITIONS

Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

Physical Demands

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.

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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.

EXCLUSION/INCLUSION**Section A**

- ☐ This job should be included in the bargaining unit
- ☐ This job should be excluded from the bargaining unit (complete section B)

Section B – Rationale for exclusion from the bargaining unit

(Exclusion from the bargaining unit must meet the conditions outlined in section 306 of the GNWT's Human Resources Manual (HRM). Refer to Section 306 of the GNWT's HRM and outline the reason for the exclusion request below)

Comments: