



IDENTIFICATION

Agency	Position Title	
Housing NWT	Facilities Maintainer	
Position Number	Community	Division/Region
93-17388	Yellowknife	Infrastructure Services

PURPOSE OF THE POSITION

The Facilities Maintainer is responsible for operating, completing repairs, maintaining, and monitoring the operations of the assets (grounds, equipment, etc.), and supporting service delivery organizations (SDOs) in their operational and emergency needs.

SCOPE

Located in Yellowknife, the Facilities Maintainer reports to the Manager, Maintenance Programs, and ensures that the maintenance needs of HNWT facilities are correctly addressed; this includes facilities having adequate equipment and supplies to meet the needs of service delivery program areas. The incumbent ensures that all tasks are completed according to standards, guidelines the policies and procedures. As well, this position ensures that decisions are made in consultation with all affected team members and that the decisions are consistent with best practices.

The Facilities Maintainer works within the federal and territorial legislation and policy framework. The position carries out its responsibilities in accordance with *Government of the Northwest Territories (GNWT) Acts, Statutes, Regulations, Directives, Policies* to effectively meet the needs of the clients served primarily in the underhoused Shelter facilities.

A critical component of this position involves the development of collaborative working relationships and linkages with internal and external agencies and organizations who share in the common goal of quality service delivery.

RESPONSIBILITIES

- 1. Operates the environmental, safety and client care systems for the safety and comfort of building occupants in accordance with all standards, codes, and regulations.**

- Responsible to ensure all building safety systems are properly maintained and operating properly.
- Controls building access through maintenance and programming of the access control, intrusion alarm, and security lock system.
- Conducts regular preventive maintenance inspections and servicing of HVAC systems, plumbing fixtures, electrical panels, lighting systems, and fire protection systems. Maintains mechanical equipment, pumps, motors, fans, and boilers by performing scheduled lubrication, cleaning, filter replacements, and part changes.
- Identifies potential equipment failures or hazards during inspections and initiates corrective action or escalation as required.
- Completes minor carpentry, flooring repairs, tile replacement, drywall patching, and ceiling tile replacements.
- Inspects roofs, eavestroughs, and downspouts for damage and blockages, and performs minor repairs as needed.
- Performs maintenance of facility finishes including doors, hardware, cabinetry, countertops, windows, and blinds.
- Maintains interior and exterior lighting including fixture replacement, bulb changes, ballast servicing, and lighting controls.
- Monitors and maintains interior air quality systems (filters, fans, ventilation) and reports issues to contractors or specialists when needed.
- Coordinates access and provides support to specialized contractors when major servicing is required.
- Liaises with vendors and technical field specialists to assist in troubleshooting and repair or arranging emergency response visits.
- Logs and records activities in maintenance log, and in the CMMS work order system.

2. Repairs equipment, systems and building structure to ensure smooth and continual ongoing operation of shelter facilities and other HNWT properties.

- Maintains a work order system to ensure needs of program areas are communicated and addressed.
- Performs plumbing repairs, and completes minor tasks including electrical, replacement of switches, wall plugs, lighting fixtures, patching & painting, florescent ballasts, and minor repair of dietary equipment.
- Repairs shelter beds, tubs, office furniture, chairs and other pieces of furniture.
- Diagnoses and troubleshoots common maintenance issues in shelter and office facilities.
- Uses hand and power tools to repair drywall, flooring, cabinetry, and other structural elements of Housing NWT properties.
- Installs shelving, safety bars, signage, minor fixtures, and appliances as directed.
- Ensures all tools, equipment, and materials used are maintained in safe and operable condition
- Maintains organization and order in the storage areas of the facilities.
- Liaises with contractors and the Department of Infrastructure for more complicated work orders or those that relate to the building, boilers, and HVAC systems.
- Logs and records activities in CMMS.

- 3. Conducts maintenance thorough routine inspections to ensure that facilities operate in a safe and economical way.**
 - Conducts monthly safety inspections of restricted areas and reports to applicable Occupational Health and Safety (OHS) personnel.
 - Inspects, troubleshoots, and repairs or arranges for repair of interior and exit lighting.
 - Establishes and maintains routines for monthly routine checks for fire extinguishers, emergency lighting, and emergency eye wash stations.
 - Maintains documentation of all inspection records and saved electronically.

- 4. Participates in emergency response plans such as fire, mass casualty, loss of utilities as well as equipment and system failures in accordance with all standards, codes, and regulations to ensure safety of patients, staff and visitors.**
 - Participates in the Emergency Measures Committee as required.
 - Participates in all training exercises.
 - Assists the program staff with monthly fire drills.
 - Prepared to respond to fire, mass casualty, staff assistance, bomb threats, chemical spills, loss of utilities, equipment, and systems failures.

- 5. Ensures HNWT bio-mass systems operate efficiently.**
 - Conducts inspections on bio-mass systems and provides routine maintenance as required; inputs reports into CMMS.
 - Assists the Manager of Maintenance Programs in developing and delivering training in the use and maintenance of bio-mass system.
 - Participates in the development of preventive maintenance scheduling and program these into CMMS.
 - Produces maintenance management reports
 - Conducts research on bio-mass systems and their maintenance.

- 6. As directed, performs cosmetic maintenance such as carrying out alterations, enhancements and/or minor renovations, in accordance with all standards, codes and regulations, to ensure all clients requests and needs are met.**
 - Completes basic carpentry, rough and finished including millwork/casework refinishing and repairs.
 - Completes patching and painting, both interiors and exteriors using appropriate materials, methods, and safety precautions.
 - Replaces plumbing fixtures such as faucets, traps, shower heads, or toilets, ensuring compliance with plumbing codes.
 - Completes minor electrical work including replacing outlets, switches, light fixtures, and testing breakers.
 - Minor plumbing and electrical repairs and improvements.
 - Logs and records activities in maintenance log, and work order system for archiving of maintenance documentation.

- 7. Provides operational supports for routine services such as moves and changes, along with building services such as waste management, and total grounds management**
 - Assists with bulk order receipt and storage.
 - Relocates furniture from facility to facility or within facility.
 - Removes garbage and bio-hazardous waste to the appropriate disposal locations.
 - Transfers excess garbage to landfill as required.
 - Total Snow removal from sidewalks and fire escape routes.
 - Lawn maintenance and keeping properties free of debris.

- 8. Assists with the evaluation, monitoring and reporting on maintenance, utility and asset management programs delivery performances.**
 - Monitors and conducts spot checks on the SDOs to ensure they are effectively managing their inventory through the maintaining, upgrading, adding, and subtracting of stock items in the CMMS program.
 - Assists SDOs with inventory counts.
 - Generates reports and researches for documentation to assist in year-end auditing exercises of HNWT and SDOs.

- 9. Assists with vehicle fleet management.**
 - Ensures vehicles are equipped with cold weather supplies, first aid kits, etc.
 - Coordinates routine and emergency repairs and maintenance to all agency vehicles and maintain log of this maintenance in CMMS.
 - Maintains a comprehensive record of all repairs, maintenance, and inspections of each vehicle.

WORKING CONDITIONS

Physical Demands

The position will work in various or unusual physical positions, including working at heights, crawl spaces, manholes, while lying on the floor, and confined spaces. Lifting is required when transporting tools and supplies to and from vehicle and job site, moving furniture, space re-organization, or when receiving heavy deliveries.

Environmental Conditions

This position is exposed to electrical, chemical, mechanical, thermal and biomedical hazards on a daily basis. This position may be required to work in a variety of temperatures, each for extended periods.

Sensory Demands

The incumbent will use more than one sense simultaneously (i.e., sight and hearing; sight and smell) during troubleshooting of various problems.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in the use of the CSA Z317.13 standards for infection control during construction, renovation, and maintenance of health care facilities and Accreditation Standards (Infection Prevention and Control Standards).
- Computer knowledge including internet, word processing, e-mail (outlook), and spreadsheet applications (excel) as well as Computerized Maintenance Management System (CMMS) software to perform preventative maintenance on assigned equipment, vehicles, and systems.
- Skills and the ability to effectively operate a wide range of equipment such as hand and power tools, snow clearing equipment, lawn equipment such as mowers tractors and the ability to assess appropriate application.
- Skills and the ability to effectively use diagnostic equipment to effectively carry out technical repairs and services on electrical, electronic, mechanical systems, equipment, building finishes, and devices.
- Ability to learn troubleshooting skills on equipment (i.e., disinfecting washers, etc.).
- Ability to communicate effectively and interact with others.
- Organizational skills and the ability to be flexible, and prioritize workload efficiently.
- Ability to work independently and complete duties without direct supervision.
- 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:

Completion of a Journeyman Certificate in a Mechanical Trade or completion of a recognized technical institute course such as a Building Maintenance Certificate, or other applicable technical trades certification, and minimum of two years of building maintenance experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Must hold a valid class 5 driver's license and satisfactory driver's abstract.

The incumbent must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:

- Workplace Hazardous Materials Information System (WHMIS)
- Fire Safety Training
- BioSafety Training
- Safety Mask FIT Testing
- Transportation of Dangerous Goods

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