

**MAINTENANCE ASSISTANT
FAIRMOUNT HOME****POSITION SUMMARY**

The Maintenance Assistant is responsible for all aspects of building services including heating, ventilation, air conditioning, electrical and plumbing systems, maintenance of the buildings, grounds and other equipment for Fairmount Home and the County Administration offices. The Maintenance Assistant will carry out the duties in alignment to the organization's mission, vision and values, and work to further its priorities.

SUPERVISION RECEIVED

Works under the day-to-day supervision of the Lead Hand, Support Services and is provided overall leadership and management by the Manager of Environmental Services.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork
- Demonstrates the core Department competencies: Gentlecare® Philosophy

KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal statutes; performs the responsibilities of the position consistent with the Operational policies of the County of Frontenac and Fairmount Home Develops and maintains, in conjunction with the Lead Hand – Support Services, a preventative maintenance program for the Home
- Develops and maintains, in conjunction with the Lead Hand – Support Services, an inventory program to ensure all tools and equipment in the Home are accounted for at all times
- Operates and monitors all building systems including, but not limited to, the electrical system with standby generator, plumbing systems from well pump to septic tanks and tile beds, HVAC, nurse call systems, fire alarm system, fire extinguishing systems and equipment, locks, windows and doors, etc.
- Performs regular testing, sampling requirements, documentation and system maintenance in accordance to Regulation 170/03 of the Safe Drinking Water Act, 2002
- Troubleshoots building systems and effectively communicates issues to contracted service providers, management and staff
- Ensures minor structures are repaired as required
- Completes major painting projects, minor drywall repairs and interior finishes

- Maintains the grounds including monitoring of equipment required to perform this task
- Liaises between the Home and the building services and maintenance contractors, as needed
- Completes all preventative maintenance tasks as assigned
- Keeps documentation current and easily accessible

Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

Other Duties

- Completes other duties as assigned

The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

EDUCATION AND EXPERIENCE:

- Completion of high school graduation plus completion of a post-secondary certificate (up to one year) in building maintenance mechanics, instrumentation or related field acceptable to the Employer
- Completion (upon hire) and maintenance of a current Small Drinking Water System Operator Certificate
- Experience in painting, carpentry, plumbing, electrical and pneumatic control systems or experience in a similar environment, preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated understanding and commitment to the Gentlecare® philosophy
- Demonstrated understanding, acceptance and commitment to promoting the Home's mission, vision and values
- Knowledge of preventative maintenance systems
- Knowledge of building automation and maintenance systems and ability to troubleshoot according to standards, policies and related legislation
- Knowledge of legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department; ability to understand the Building Code, Fire Code, Safe Drinking Water Act, 2002 and Regulation 170/03
- Ability to read and understand technical documents including architectural, mechanical, electrical drawings and specifications and operational manuals
- Demonstrated commitment to client/resident-centered service
- Demonstrated respect for individual differences and competencies


- Demonstrated solid communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/resident/patients and the public
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Ability to problem solve using factual information
- Basic computer proficiency using Microsoft Office Suite of products (e.g. Outlook) and the ability to use other software applications applicable to the position (e.g. work order software and building automation software)
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Must hold a valid Class “G” driver’s license
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Periods of time standing and walking
- Ability to lift up to 50 pounds
- Bending, lifting, carrying, gripping, reaching required
- Exposure to auditory amplifications
- Exposure to heat/cold temperatures
- Exposure to noise
- Exposure to dirt/dust

COMPENSATION:

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

Manager Signature:	
Date:	September 25, 2019