A. JOB IDENTIFICATION:

TITLE: **MAINTENANCE PERSON**

DEPARTMENT: **PLANT & MAINTENANCE**

IMMEDIATE SUPERVISOR: **SUPERVISOR OF PLANT & MAINTENANCE**

B. JOB SUMMARY:

Under the general direction of the Supervisor of Plant & Maintenance, the Maintenance Person is responsible for carpentry, millwork and general maintenance services. Other duties include repairing, modifying and installing new or existing structures and assembling fixtures using a variety of materials as required.

C. DUTIES AND RESPONSIBILITIES:

- Renovate existing structures by removing and/or building walls, ceilings and doorways, etc.
- Repair or replace windows, doors, furniture, chalkboards, panic bars, etc.
- Build and/or install mounting boards, cupboards, bookshelves, furniture, etc.
- Repair and/or replace tiles, linoleum, and carpeted floors.
- Repair and/or replace surfaces such as concrete or brick.
- Install and maintain playground equipment, fences and gates.
- Complete reports and forms as required.
- Provide information to the Supervisor of Plant and Maintenance for budget requirements.
- Maintain and repair equipment and tools as required.
- Select and purchase materials and supplies as required.
- Operate equipment such as table saw, radial arm saw, planer, shaper, power hammer, ladders and scaffolding, welding equipment, pager, two-way radio and other power and hand tools.
- Perform other duties as assigned by the Supervisor of Plant & Maintenance.
- Strong understanding of commercial hardware.

D. QUALIFICATIONS:

- Grade 12 Secondary School Graduation Diploma.
- Building Maintenance Mechanic Certificate or equivalent.
- Minimum five (5) years experience in plant and maintenance; experienced carpenter familiar with maintenance procedures, repairs, building, heating and ventilation.
- Possess computer skills in e-mail, internet and BAS controls.
- Position requires a valid driver's license and the willingness to travel.
- Excellent communication and interpersonal skills.

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Incumbent Signature Supervisor Signature