

# JOB DESCRIPTION

**Job Title:** Building Maintenance Worker  
**Date:** April 1<sup>st</sup> 2025  
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**Job Location:** Rose Harbour  
**Supervisor:** Housing manager  
**Status:** Union  
**Classification:** Building Maintenance Worker = Grid 10

## Job Profile

### **Job Summary:**

The Building Maintenance Worker performs maintenance, upkeep on structures, grounds and equipment within the building, ensuring that it remains safe and functional.

### **Job Duties:**

1. Cleaning;
  - Maintains floors on main level and shared use areas of residential floors - this may include; vacuuming, washing, stripping, waxing, mopping and shampooing
  - Collect and dispose of refuse in shared use areas
  - Provides daily cleaning of bathrooms on the main floor
  - Performs building cleaning as needed
  - Cleans windows on main floor
2. Outdoor areas
  - Maintains and cleans parking lot and sidewalks
  - Maintains planted areas including: watering, weeding, plant maintenance, leaf removal
  - Maintains outdoor sitting areas and children's play area
  - Keeps outdoor areas clean of debris and hazards
3. Systems maintenance
  - Performs preventative maintenance on equipment and systems such as heat, ventilation, plumbing and appliances
  - Ensures all equipment is operating well

- Performs minor repairs to electrical, plumbing and mechanical equipment
  - Maintains equipment maintenance logs
4. Building repairs and maintenance
- Prepares, paints and recovers interior and exterior building and other surfaces
  - Carries out minor carpentry and other repairs and/or upgrades to furniture and buildings
  - Maintains building maintenance logs
  - Provide access and building orientation to contractors working in the building
  - Vacant suite maintenance and touch ups in preparation for renting.
5. Tenant Relations
- Maintain a visible, professional presence with tenants to promote positive tenant relations.
  - Respond to tenants requires and requests in a timely manner.
  - Perform on call emergency maintenance and repairs as required
6. Other
- Arrange furniture for special events
  - Performs unit inspections
  - Maintains various logs as required
  - Maintains janitorial and maintenance supplies
  - Assist clients with minor maintenance as needed
  - Abide by CRNITS code of ethics and philosophy
  - Abide by CRNITS Policy and Procedures
  - Maintain confidentiality according to Policy and Procedures
  - Maintain current knowledge of building and equipment maintenance
  - Monitor and be aware of areas requiring improvement and make recommendations which support needed changes
  - Complete work in a timely manner
  - Other related duties

### **Working Conditions**

The working environment is often very active and can be disruptive. There will be regular exposure to dust, dirt, paint and other fumes, grease, cleaning and other chemicals. May also include exposure to substances and paraphernalia while performing maintenance duties.

# Human Profile

## Technical Skills

### Education

- Grade 12 completion

### Experience

- 2 years working as a maintenance worker

### Qualifications/Training

- Ability to organize work and carry out maintenance duties with independence
- Knowledge of operations procedures and general maintenance (plumbing, electrical, HVAC, painting, drywall, carpentry)
- Ability to work cooperatively and effectively under general supervision
- Good communication skills to work collaboratively with Team members and tenants.
- Ability to operate power and other tools and equipment
- Knowledge of occupational Health and Safety practices; able to follow safe work procedures to keep self and others safe while operating various power and hand tools, as well as handling hazardous chemicals.

### Requirements

- Criminal Record check
- Valid driver's license and vehicle for use at work
- First Aid Certification

## Performance Skills

### Physical Demands

- This position requires the physical ability necessary to access equipment, apply paint while on a ladder, and move furniture.  
Ability to perform physical work including bending, kneeling, pushing, pulling and lifting up to 50 pounds.  
Ability to spend up to eight hours walking, standing, climbing stairs

### Mental Demands

- Ability to relate well to all persons regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability
- Able to manage fluctuating workload

- Able to make sound judgments
- Able to work independently
- Adaptable
- Has initiative
- Respectful in all communication with clients, staff and other agencies