



JOB DESCRIPTION

MAINTENANCE ASSISTANT

THE ORGANIZATION

Greater Victoria Housing Society is a registered charity and non-profit organization dedicated to providing affordable rental housing for low to moderate income households.

PURPOSE OF THE POSITION

Reporting to the Manager of Maintenance and Capital Assets, the Maintenance Assistant creates a well-kept, safe residential environment by maintaining in good working order through repair or replacement, the physical assets of each building managed by the Society.

DUTIES AND RESPONSIBILITIES

Building Maintenance

- Paint suites, common hallways, doors, frames, bases, lounges, guest rooms, exterior repainting of fences, garden sheds, concrete walls and parking lot lines.
- Replace electrical receptacles; ballasts; switches; fans; electrical fixtures; baseboard heaters/thermostats; breakers and smoke alarms.
- Plumbing fixtures and hardware; including toilets, sinks, tubs, and basins, caulking, water lines under two inches in diameter and all sanitary and storm piping.
- Repair wall board; sliding door and window rollers; weather stripping; trim repair and adjust door closers; window and door locks and hand and balcony rails.
- Clean and repair roof and gutters; flashing; emergency patching any other associated maintenance.
- Repair fencing; and carry out routine maintenance on equipment; parking lot maintenance and cement repairs.

Administration

- Purchase materials and supplies needed for repairs by using established accounts.
- Complete records to account for materials and labour used on projects.
- Complete Work Orders per the Society's policy.
- With Caretaker staff or designate, performing annual suite inspections to identify items requiring repair or replacement, and suites not maintained to health or safety standards.
- May be required to provide holiday and sick coverage for Caretakers, performing duties as noted in the Caretaker Position Description.
- Respond to emergencies as required.
- Train and orientates new caretakers on caretaking practise as requested.
- Other related duties as required.

CORE COMPETENCIES

- Flexibility
- Collaboration
- Effective Communication
- Commitment
- Empathy
- Attention to Detail
- Reliability
- Resiliency

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of both regular maintenance and emergency operations for electrical systems, elevators, boilers, fire panels, mechanical systems, emergency back-up generators, sprinklers and timer systems.
- Skills in painting, plumbing, carpentry, electrical, irrigation, roofing, concrete and basic metal work.
- Ability to independently lift and move up to fifty (50) pounds frequently, to relocate equipment, furniture and appliances as needed to perform maintenance.
- Establish and maintain good working relationships with building caretakers, office staff and tenants. Respond to issues with diplomacy and tact.
- Prioritize and manage various issues at a time while maintaining safety and efficiency.
- Keep accurate records and complete standardized forms.
- Communicate with tenants, staff, suppliers and contractors in a clear, concise manner in writing and verbally, with a focus on customer service.
- Ability to identify and mitigate potential safety issues on the job.

EDUCATION AND EXPERIENCE

- Grade 12 or equivalent.
- Diplomas or certificates in building systems/technology preferable.
- Experience in construction or building maintenance preferably in multi-residential housing units.
- Experience in one or more of the following skills: painting, plumbing, carpentry, electrical, irrigation, roofing, concrete and basic metal work.
- Experience working with clients, customers or the public.
- Experience using the internet, email and mobile communication devices.

WORKING CONDITIONS

- Union Membership: CUPE Local 1978.
- Hours of Work as provided in the Collective Agreement.
- Provide own vehicle and tools (see Appendix A); vehicle mileage allowance and tool allowance provided.
- Successful completion of a Criminal Record Check.
- Outdoor work environment – Field Dress Code

ACKNOWLEDGEMENTS

By signing below, I acknowledge that I have reviewed, understand, and agree to perform the duties and responsibilities of the Maintenance Assistant position to the best of my ability.

Signature of Incumbent _____ **Date** _____

Printed Name of Incumbent _____

By signing below, I declare that I have reviewed the duties and responsibilities of the Maintenance Assistant position in detail to clarify expectations in the role for the above-named Incumbent.

Signature of Supervisor _____ **Date** _____

Printed Name of Supervisor _____

APPENDIX "A"

Minimum Tool List Requirement for Maintenance Assistant

Adjustable wrenches 6" – 10"
Claw Hammer 16 oz
Hack Saw and Blades
Screw driver #0 Robertson
Screw driver #1 Robertson
Screw driver #2 Robertson
Screw driver #3 Robertson
Screw driver # 2 stubby Robertson
Screw driver Philips
Screw driver slotted 12 "long 3/8
Screw driver slotted 4" long 1/8
Screw driver slotted 4" long 1/2
Screw driver slotted 8" long 1/2
Screw driver Stubby slotted
Set Scrapers and putty knives up to 4"
Set Hex Keys short
Combination Steel Square
Pliers Linesman 6" with side cutter
Pliers diagonal cutting 7"
Pliers 6"
Pliers Channel Lock (water pump) 10" or longer
Set Wrenches Open end/Box end 1/4"- 1-1/8"
Hammer
Measuring Tape 12'
Wood Plane 6"-9"
Tube Cutter 1"
Wood Chisel 1/2"
Wood Chisel 1"
Pipe Wrench 10"
Hand Saw Fine Cut
Drill Electric 3/8
Drill Battery Powered 3/8
Set Twist Drill Bits up to 1/2 "
Tool box

Note: These tools are to be provided by the incumbent in the Maintenance Assistant position upon commencing in the role. It is expected that tools used in performing work will be maintained in proper working condition over the course of employment.