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| Job Title  | <b>General Maintenance / Heating</b> |
| Department | Facility Services                    |
| Location   | Maintenance                          |
| Reports to | Maintenance Foreman                  |

|   |   |
|---|---|
| Type of position:                             | Maximum Hours: 40 / week                      |
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Unionized |
| <input type="checkbox"/> Part-time            | <input type="checkbox"/> Exempt               |
| <input type="checkbox"/> Temporary or Casual  |   |

## GENERAL DESCRIPTION

Reporting to the Maintenance Supervisor, the General Maintenance/Heating position is responsible for the provision of a wide variety of general maintenance functions; ensuring the safe and efficient operation and maintenance of boilers and pumps; and working as a member of a team to ensure the timely resolution of general district maintenance requirements (e.g. snow removal and mail delivery), in accordance with applicable regulations, policies and procedures.

## TYPICAL DUTIES

- limes, fertilizes and cuts grass; prunes trees, hedges and shrubs; transports, mixes and applies organic/chemical fertilizers; clears, levels and fills grounds for landscaping; seeds, core aerates and spikes fields; grades, top dresses and mechanically weeds all weather fields; clears, slashes and cuts brush and growth; performs winter clean-ups (e.g. raking)
- salts, sands, clears ice and snow, sweeps, blows and removes general debris and branches from grounds, catchment basins, storm sewer areas, parking lots and sidewalks
- performs minor maintenance duties and routine repairs (e.g. lights and tubes, plugged toilets, garbage dumpsters, chairs, desks, painting, removes old concrete, builds forms and pours cement, etc.); assembles and fixes locker locks/hinges; inspects and repairs playground equipment weekly (e.g. tightens bolts, rakes gravel)
- monitors custodial supplies inventory; receives and prepares requisitions; verifies goods received; sorts and delivers as required
- monitors heating/ventilating plant operations to confirm adherence to specifications (e.g. hot water boilers, pumps, backflow preventers, forced air handling units); analyses, troubleshoots and resolves minor operational problems (e.g. no heat, fan broken, specifications exceeded); contacts contractor re major problems; installs, monitors, repairs/replaces and maintains HVAC

electrical motors, hydraulic seals and pumps, compressors, impellers, pulleys, bearings; takes monthly water samples, analyses and adds chemicals as needed; chemically cleans HVAC heating coils; extracts/replaces old filter media on a quarterly basis; identifies potential problems for resolution (e.g. fans, dampers); maintains repair records

- prioritizes work and repair requisitions; identifies additional maintenance problems for resolution
- cleans, checks/confirms operational safety and performs routine maintenance on working equipment on a daily basis (e.g. checks oil levels, changes air filters and spark plugs, sharpens blades); recommends new/replacement equipment
- estimates, requisitions or purchases materials and equipment; verifies goods received
- monitors contractors service delivery
- unloads, loads, transports and delivers equipment and materials to and from sites (e.g. freight, books, chairs, tables, musical instruments)
- operates tractor, chain saw, cutting torches, lawnmowers, gas welder, pruners, trimmers, blowers, weed eaters; and other standard maintenance tools
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of Grade 12 plus an additional 34 weeks classroom apprenticeship to obtain certification as a Journeyman Plumber and to qualify as a class "B" gasfitter
- Over 3 up to and including 4 years apprenticeship, general maintenance and on-the-job experience.

REVIEWED BY

*Title*

APPROVED BY

*Title*