



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

POSITION DESCRIPTION

FACILITIES MAINTENANCE

1. PURPOSE AND SCOPE

As part of the maintenance team, the Facilities Maintenance will renovate and maintain municipal facilities.

2. REPORTING RELATIONSHIP

This position reports directly to the Facilities Supervisor.

3. POSITION OBJECTIVES

To provide maintenance for the Municipality's Facilities.

To supply the Facility Supervisor with information respecting facility matters relative to carrying out of his/her duties as is necessary to ensure the efficient maintenance of the municipal facilities.

4. RESPONSIBILITIES

- 1) To provide maintenance for the municipal facilities and to carry out all duties.
- 2) To have general knowledge in carpentry, plumbing and electrical work.
- 3) To develop and administer maintenance programs for the operation and rehabilitation of recreation facilities, cemeteries, structures, and all other facilities owned by the Municipality of Red Lake in order to encourage and foster community pride.
- 4) To be responsible that all facilities are safe for use by the public and municipal staff.
- 5) To maintain all records, statistics and reports related to the Facility Department.
- 6) To prepare all reports as required.
- 7) To supply the necessary tools to perform the facilities maintenance duties.
- 8) To ensure that safe and responsible work practices are used and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
- 9) Perform all other duties and tasks as assigned from time to time by the Facilities Supervisor.

5. DECISION MAKING

Decisions of the position pertain to any and all of the Municipality's Facility Department.

6. WORKING RELATIONSHIP

Regular contacts with other Municipal Departments and Supervisors.

7. SKILL REQUIRED

A thorough knowledge of the facility maintenance within a municipality or equivalent; the ability to recognize and understand any changes in maintenance practices; be able to work with little supervision; have a working knowledge of electrical wiring, carpentry and plumbing. A minimum requirement of two years experience in facility maintenance.

8. QUALIFICATIONS

A thorough knowledge of facility maintenance practices gained through at least two years of facility maintenance experience. A high school graduation or equivalent plus additional specialized training courses in a specific field related to facility maintenance. A related trade certificate would be preferred. An Ontario Driver's Licence is required.

9. SUPERVISION

This position is not responsible for supervision.