
 Holy Family Home <i>To Serve is to Love</i>	Subject: Maintenance Worker - Job Description	Page: Page 1 of 2
	<i>Maintenance Services</i> <i>Admin Vol. 1</i>	Approval Signature: 
ADMINISTRATIVE POLICY MANUAL	Effective Date: February 2018	Supercedes: March 2014

JOB SUMMARY

To function as a member of the Maintenance Services Team utilizing general trade related skills in servicing all facets of building systems including interior and exterior structural repairs.

The position will promote the Mission of the Sisters Servants of Mary Immaculate by supporting the core values regarding the provision of quality care, loving environment, Christian ideals and principles, respect for life and dignity of person, and preservation of our traditional ethnic customs.

QUALIFICATIONS



1. Must have experience in trade related areas such as plumbing, electrical, H.V.A.C., painting and some knowledge of grounds-keeping.
2. Must possess a valid drivers license in the Province of Manitoba and a reasonable knowledge of the city of Winnipeg.
3. Completion of a commercial trade from a recognized school (certificate level) would be an asset.
4. Must be able to read, write and follow basic written instructions in English.
5. Completion of the Red River Community College building systems technician course is an asset.
6. Must have a minimum of two years related experience in maintenance related duties.
7. Should be eligible to obtain a Fifth Class Power Engineering Certificate.
8. Good mental and physical health, and good attendance to meet the requirements of the position.

RESPONSIBLE TO

Plant Superintendent or his designate

RESPONSIBILITIES

1. H.V.A.C. repairs (including minor boiler repairs).
2. Mechanical and plumbing repairs, which includes sewage and circulating systems (reheat coils) and hot water tanks.
3. Small appliance repair.
4. Minor roof repair (flashing, pitch pockets, etc.).
5. Painting – drywall repairs.
6. Flooring and baseboards.
7. Building exterior, window sills, expansion joints.
8. Maintenance of grounds-keeping equipment – tractor, lawnmower, snowblower, etc.
9. Set up and upkeep of lawn furniture (benches, tables, umbrellas, etc.) as well as maintenance and set up of interior furniture (tables, chairs, etc.).
10. Maintenance of exterior grounds – driveways, curbs and walks.

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11. Grounds-keeping – lawn, weed control / fertilizer, trees and snow removal.
12. Minor electrical repairs – lamps, ballasts, light switches, and electrical receptacles.
13. Enhances client safety in an effort to minimize safety risks
14. Adherence to all safety and health regulations and safe work practices.
15. Any other duties that the Supervisor or designate may assign.