

**B. C. HOUSING MANAGEMENT COMMISSION**

**JOB DESCRIPTION**

**Location:** Various

**Reference No:** 1

**Date:**

**Job Title:** Maintenance Worker 1

***PRIMARY FUNCTION:***

Performs general and emergency maintenance and repair duties for Commission's properties.

***JOB DUTIES AND TASKS:***

1. Performs maintenance and repair duties
    - (a) Troubleshoots and performs electrical repairs and maintenance such as repairing/replacing receptacles, ballasts, switches, fans, electrical fixtures, baseboard heaters, change breakers, smoke alarms, thermocouples, and repairing/replacing damaged wiring;
    - (b) Carries out repairs such as repairing/replacing plumbing fixtures including toilets, sinks and basins, repairing/ replacing water lines, and sanitary and storm piping;
    - (c) Performs carpentry repairs and maintenance such as replacing counter tops, cupboards, wall tiles, replace sheet vinyl, and installing doors, replacing locks on doors and windows, and repairing railings;
    - (d) Performs exterior repairs and maintenance such as cleaning gutters and debris from roofs, replacing shingles, flashing repairs and emergency patching and caulking, snaking drains with power augers and repairing and constructing fences, gates and concrete sidewalks, patios and ramps;
    - (e) Maintains own inventory of tools as listed in Appendix B, Part III and assists to maintain inventory of equipment and materials;
    - (f) Operates vehicle including trailers to load, unload and deliver materials, tools and equipment and/or employer's assets;
    - (g) Performs routine repairs and maintenance to appliances and equipment;
    - (h) Performs routine repairs and maintenance to HVAC equipment;
    - (i) Redirects contractors where minor deviations in the performance of work specifications are noted and reports on major deviations in contract performance on modernization and improvement delivery programs;
    - (j) Performs work that requires adherence to safety procedures/practices when dealing with hazards;
    - (k) May be required to utilize tact and diplomacy and refer tenants to other staff where appropriate. In some occasions may be required to exercise interpersonal and conflict resolution skills when dealing with tenants with complex health and social issues when other resources are not available;
- Other related duties:
- (a) Responds to emergencies including non-maintenance calls when Building Manager is not on site and makes emergency repairs or calls emergency services (police, fire, mental health);
  - (b) Performs minor electrical, plumbing and carpentry maintenance and emergency repair duties listed for Building Manager in Appendix B, Part 1, such as changing fuses, resetting thermostats, snaking drains and replacing hardware.

***SUPERVISION/DIRECTION RECEIVED:***

Immediate Supervisor.

***SUPERVISION/DIRECTION EXERCISED:***

None.

***PHYSICAL ASSETS/INFORMATION MANAGEMENT:***

Performs maintenance and repair for Commission housing units; maintains tools inventory. Maintains on-line records and documentation.

***FINANCIAL RESOURCES:***

Applies standard purchasing procedures to acquire goods and services.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*