



## IDENTIFICATION

| Department/Reporting Manager/ Supervisor       | Position Title      |         |
|--|---------------------|---------|
| Business Operations Specialist/Project Foreman | Building Maintainer |         |
| Employer                                       | Location            | Country |
| IBS Engineering                                | Yellowknife         | Canada  |

## PURPOSE OF THE POSITION

The Building Maintainer is responsible for maintenance within a company owned portfolio of residential and commercial properties as well as residential, commercial and industrial projects, depending on ever changing assignments. Tasks as assigned from time to time by the Supervisor.

## Reporting

This position reports directly to the Business Operations Specialist or a Project Foreman, depending upon the assignment.

## RESPONSIBILITIES

For most of the projects, Building Maintainers are responsible for daily inspections of the properties, identify areas of concern, prioritize and complete maintenance and repairs to keep the properties fully functional and maximize the reputation of our image.

The Primary responsibility of a Building Maintainer is safely performing;

- Snow and ice removal with related equipment operation.
- Landscaping with related equipment operation.
- Lite electrical job including lamp replacement, cover plate replacement, and other tasks not requiring electrical certification.
- Lite plumbing job including unstopping sinks, toilets and drains, replacing taps, paper dispensers and trouble shooting.
- Lite carpentry job
- Dry wall, tile work, painting and plastering.
- Window and door repair and replacement.
- Minor roofing and foundation repairs.
- Completing orders for materials and assisting with budget preparation.
- Driving to suppliers, loading vehicle, securing loads and unloading at the job site or storage area.



## **WORKING CONDITIONS**

### **Physical Demands**

Able to work at Project Site depending upon the requirement. Able to lift up to 40 kg on a limited basis. Able to lift 15 kg repeatedly and for extended periods. The ability to identify, purchase and wear clothing required for working outside from 30 degrees in the summer to minus 40 degrees in the winter. Ability to work safely from scaffolding, lifts and ladders in a manner compatible with safe work practices and at a variety of heights using fall arrest and other safety devices. Occasional working in c.

Only work in conditions and situations where the assigned task can be completed safely for yourself, other workers and the public.

### **Environmental Conditions**

Project Site – includes working at extremely cold temperatures.

### **Sensory Demands**

Hearing protection required.

### **Mental Demands**

Stressful situation may occur frequently to accommodate competing deadlines and multitask.

## **KNOWLEDGE, SKILLS AND ABILITIES**

A successful building maintainer must have the skill to work within a business environment with skills and qualifications including:

- A certificate or an apprenticeship in facilities maintenance, building maintenance technology, carpentry or electrical other trade or similar fields.
- High level of creativity
- Excellent work ethic
- Ability to use hand and power tools, including drills, saws, nail guns, chisels, and sanders
- Cabinet making or joinery skills
- Comprehensive knowledge of building regulations and codes

### **Typically, the above qualifications would be attained by:**

- The Building Maintainers with more than two years (4000 hours) experience would be ideal for this position.
- Building Maintainers with prior experience into a variety of different jobs, like home repair and installations to commercial and construction work.
- Other construction trades will be consider based upon experience, training, knowledge and education.

## **MANDATORY REQUIREMENTS**

- Education and training requirements

Building Maintainers must have a trade certificate, an apprenticeship in a trade or experience, or a combination of the three. Training is important for a Building Maintainer as this can help them hone their skills and understand specifics of design, remodeling, building, and installing.

## **SALARY BUDGET**

- The pay range for a Building Maintainer is \$20 - \$30 per hour. depending upon experience, location, last drawn salary, and type of assigned project. Overtime is banked and paid annually.