

**Job Class Profile:** Farming/Building Maintenance Worker

**Pay Level:** CG-25 **Point Band:** 456-489

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	2	4	4	2	3	2	1	6	
Points	140	33	25	19	60	65	41	21	64	468

## JOB SUMMARY

The Farming/Building Maintenance Worker is responsible for coordinating and performing all maintenance and repair activities related to grounds, buildings, vehicles and equipment for the NL Youth Detention Center and the NL Youth Corrections.

### Key and Periodic Activities:

- Operates van to pick-up and deliver equipment and various other items such as nursing supplies, farm supplies (seed, fertilizer and animal feed) and mail to various locations. Transports residents to appointments when required.
- Operates and maintains various types of equipment, machines and tools such as scissor-lifts, ladders, snow blowers, lawn mowers and power tools.
- Performs general building maintenance and repair work.
- Oversees maintenance and repair of vehicles ensuring that required services are conducted on a regular basis. Liaises with garage to ensure that all repairs are completed in a timely manner. Ensures that vehicle is free of contraband items.
- Changes lights throughout the building which may require using a scissor-lift or ladder. Works with electrician to install ballasts.
- Ensures that grounds are properly maintained which includes cutting grass and trimming trees/shrubs.
- Ensures that walkways, emergency exits, fire hydrants and doors are accessible during the winter months which may include shoveling, snow blowing and salting.
- Receives and safely stores supplies such as paper, paper towels, garbage bags, cleaning supplies, etc.
- Repairs and upholsters furniture.
- Assembles furniture such as computer cabinets, desks, and chairs and secures to walls or floors as required.
- Installs shelving.
- Assists Trades Worker to install major appliances such as washers, dryers, dishwashers, etc.
- Sets up and maintains exercise equipment.

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Knowledge of Youth Corrections Policy regarding building security</li> <li>— Knowledge of vehicle and equipment maintenance and repair</li> <li>— Knowledge of WHIMIS legislation for the safe storage of supplies</li> <li>— Knowledge of safe work procedures</li> <li>— Knowledge of basic computer skills</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: High School Diploma and completion of a one year program in small engine repair, motor vehicle repair or carpentry. Class 4 Driver's License.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 1 Year</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Ability to follow instructions to assemble furniture and equipment</li> <li>— Ability to use various power tools</li> <li>— Ability to read road maps</li> <li>— Ability to repair or calibrate machinery</li> <li>— Ability to operate machinery</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills include listening to information from others and asking questions to get information to determine repair and maintenance requirements to equipment and furniture and providing routine and/or complex information and direction to professionals such as mechanics and trades workers.</li> <li>— Communications occur with manager, employees within Youth Corrections Branch, and tradesworkers with the Department of Transportation and Works.</li> <li>— The most significant daily contacts are with the manager to review maintenance requests and schedule for pick-up/delivery; employees within Youth Corrections Branch such as Nurse or Payroll Staff to determine if supplies need to be picked-up or delivered and/or maintenance work required on unit/building; and tradespersons with the Department of Transportation and Works to review maintenance work orders.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— The demands of the job occasionally result in considerable fatigue, requiring periods of rest.</li> <li>— Lifting or moving objects between 10 to 25 lbs occurs on a regular basis and may be required to lift or move objects over 50 lbs.</li> <li>— Standing, walking, and driving when transporting supplies and equipment and working in awkward or cramped positions or body movements when completing maintenance work on furniture.</li> <li>— Manual or physical activities include a regular requirement to perform fine finger or</li> </ul>

precision work, using power tools that require accurate control and steadiness, using gross motor skills and maintaining physical balance. Using machinery and equipment for general maintenance and repairs of building and equipment is required.
<b>Concentration</b>
<ul style="list-style-type: none"> <li>— There is a requirement for <b>visual</b> concentration when operating vehicles, lawn mowers, snow blowers and power tools and to observe residents when completing maintenance work on units.</li> <li>— <b>Auditory</b> concentration is experienced regularly when performing maintenance work and operating power tools and machinery.</li> <li>— Alertness and concentration are required regularly when performing <b>repetitive</b> tasks such as driving, sawing, hammering and drilling. <b>Higher than normal levels of attentiveness</b> or alertness for the health and safety of others is required to ensure that all gases and chemicals are securely stored in accordance with WHMIS legislation.</li> <li>— <b>Time pressures, interruptions and deadlines</b> are experienced on a regular basis as picking up and delivering supplies must be completed within certain timeframes and lack of <b>control over the pace of work</b> may be experienced when completing maintenance repair work on units during a lockdown situation.</li> <li>— <b>Exact results and precision</b> are required when operating maintenance machinery and equipment, sharpening/replacing lawn mower blades and when mixing oil and gas to ensure correct ratio so that equipment is not damaged.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work involves performing routine repair and maintenance activities which involves tasks and activities that are different but allow the use of similar skills and knowledge.</li> <li>— Performs a number of activities each day and challenges, problems or issues can be experienced with sudden changes in work schedule or when specific situations develop related to safety or security issues.</li> <li>— Reference material to assist in addressing problems, challenges and issues include facility rules and procedures manual for security and safety issues.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Tasks and activities are routine in nature and works independently in accordance with policies and procedures.</li> <li>— Authority to authorize mechanic to complete additional repair work when vehicle is being serviced if more work is required than was originally anticipated. Repairs to equipment and vehicles and purchases of new equipment, power tools and supplies require supervisory approval.</li> <li>— Discretion and independence of action is exercised when determining the maintenance requirements for vehicles or equipment and when determining a substitution for a product that is not available.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— When supplies and mail are picked up and delivered on schedule and vehicles, grounds and</li> </ul>

equipment are maintained properly, it results in a positive impact within immediate work area, department, organization, as well as on residents and the general public. Additionally, resources such as equipment, information, finances, and health and safety are positively impacted.

- Mistakes or errors can have a health and safety impact if vehicles, grounds and equipment are not maintained or repaired properly.
- Errors are typically identified and resolved within hours or problem identification as there are several checks and balances in place to ensure that errors are limited.

#### **Development and Leadership of Others**

- There is no supervision of staff.
- May provide advice/guidance to new employees.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- There is a requirement to wear safety equipment such as a safety harness, boots, goggles, etc. when operating equipment such as scissor-lifts, ladders, snow blowers and lawn mowers.
- The likelihood of injury or illnesses resulting from hazards in the job is moderate.
- Working with a variety of tools and equipment and are exposed to glare, fumes, and travelling in all types of weather conditions.
- Exposed to unusual/distracting noise, dirt, dust, filth or garbage, limited lighting, vibration, toxic or poisonous substances, bodily fluids or waste, infectious diseases, odours, dangerous heights or depths, wet or slippery surfaces, electrical shocks, isolation, temperature extremes, fire, physical dangers or threats, sharp objects and heavy machinery.