

Job Class Profile: Maintenance Repairer**Pay Level: CG-22 Point Band: 364-387**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	4	4	2	1	2	1	6	
Points	93	33	25	19	60	22	41	21	64	378

JOB SUMMARY

The Maintenance Repairer is responsible for maintenance and repair work in the building, mechanical and electrical trades, as well as for performing security, cleaning and janitorial work.

Key and Periodic Activities

- Maintains building in good condition through preventative maintenance work such as painting, plastering and minor repair work.
- Performs minor plumbing repairs.
- Operates power tools including table saws, electric drills, voltage meter and equipment such as a lawn mower/tractor, floor scrubbers, vacuum and snow blower.
- Maintains and repairs equipment.
- Performs minor electrical work such as replacing light bulbs, ballasts, switches and light fixtures.
- Maintains grounds in a clean and well groomed condition.
- Performs cleaning and janitorial work.
- Oversees security of building.
- Picks up and delivers items such as mail, building supplies and laundry/linens.
- Moves and assembles office furniture, installs shelving, etc.
- Completes reports such as incident reports or inspection reports.
- Orders and manages various cleaning supplies and equipment parts.
- Shovels snow and performs ice control. Ensures all doorways and emergency exits are accessible.
- Ensures that all life safety systems such as fire alarms, extinguishers, emergency lighting, etc. are in working order. Responds when alarms are activated. Removes fire hazards and reports safety hazards.
- Performs annual maintenance checks on various pieces of equipment and/or building structure.
- May provide advice and guidance to new and existing employees.
- May call back replacement janitorial workers.
- May be required to operate a vehicle in the performance of duties.

SKILL

Knowledge

General and Specific Knowledge:

- Basic knowledge of building, electrical, plumbing and/or mechanical trades.
- Safe Work Procedures.
- Cleaning procedures and equipment.
- Security Procedures.
- Life Safety Systems.
- Workplace Hazardous Material Information System.
- Occupational Health and Safety Regulations.
- First Aid.

Formal Education and/or Certification(s):

- Minimum: High School Diploma; Possession of a valid driver's license issued by the Province of Newfoundland Labrador, if required.

Years of Experience:

- Minimum: 1 to 2 years experience at the semi-skilled level in the building, electrical, plumbing or mechanical trades.

Competencies:

- Ability to follow basic instruction and work processes related to building, electrical, plumbing and electrical maintenance.
- Ability to operate a computer to complete forms and order supplies.
- Ability to write straightforward text.
- Ability to operate machinery.
- Ability to repair or calibrate machinery.
- Ability to provide advice to others on how to solve a problem or issue.

Interpersonal Skills

- The range of interpersonal/communication skills are used and include listening to direction from manager, asking questions to determine repair requirements, and from time to time providing information to other employees.
- Most significant contacts are with coworkers in the performance of daily work activities and with the supervisor for work assignment and direction.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs. is required occasionally and include tasks such as carrying large boxes, moving furniture, shovelling snow, operating a snow blower, climbing ladders, lifting linen bags, pushing/pulling laundry carts, etc. For most task the items are much lower in weight.
- There is a requirement to stand or walk for extended periods of time.

- Manual or physical activities include performing fine finger or precision work when operating the computer, using power tools that require accurate control and steadiness, using gross motor skills for cleaning and maintenance activities, using machinery or equipment such as a lawn mower or snow blower that requires very controlled movement and maintaining physical balance when climbing on ladders, scaffolds, etc.

Concentration

- **Visual** concentration or alertness is constantly required when operating power tools, conducting inspections and performing repair work.
- **Auditory** concentration or strain includes listening to supervisor for direction, listening to machinery or equipment for unusual sounds or listening for leaks in pipes, etc.
- Other sensory demands include **smelling** to determine if anything is burning.
- **Alertness and concentration** are required when performing repetitive electrical work or when operating equipment such as a snow blower. **Higher than normal levels of attentiveness and/or alertness for the health and safety of others** is required to ensure that there are no fire or safety hazards present.
- **Time pressures, deadlines and lack of control over work pace** are experienced occasionally when required to perform emergency maintenance repair work or snow clearing and ice control activities. **Interruptions** can occur when equipment malfunctions.
- **Exact results and precision** are required when working with power tools or performing carpentry work that requires precision cuts and fittings.

Complexity

- Work involves performing maintenance and repair work in the building, mechanical and electrical trades. Activities are different and require the use of a range of skills and knowledge. Tasks are typically well defined.
- A typical problem or challenge is diagnosing and repairing various types of equipment.
- Reference material to assist in addressing problems, challenges and issues include advice and support from supervisor, policies, procedures and guidelines and equipment maintenance manuals.

RESPONSIBILITY

Accountability and Decision-Making

- Employees in this class work in a highly structured environment and supervisory approval is required for most day-to-day decisions and activities.
- Some limited discretion and independence of action may be exercised when dealing with emergency repairs, safety issues or in the absence of the supervisor.

Impact

- Work results can impact the immediate work area, department, organization and on customers/clients/patients/general public.
- Work activities impact resources such as equipment, finances, facilities, health and safety and corporate image.
- Mistakes or errors can result in delays in service delivery, health and safety issues for building

occupants, damage to equipment, increased financial cost, etc.

- Errors are typically identified and resolved within hours of problem identification as most of the daily tasks are supervised and monitored by inspection or observation.

Development and Leadership of Others

- Typically not responsible for supervising bargaining unit employees.
- May be involved with providing advice and guidance to new or existing employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as safety boots, glasses, gloves, safety harness if working on ladder or scaffolding, etc.
- The likelihood of injury or illness resulting from hazards in the job is limited if safety precautions are followed.
- There is exposure to undesirable conditions in the workplace such as dirt, dust, filth and garbage; odours from garbage; hazardous chemicals and toxic substances when working with cleaning products; bodily fluids and waste when performing plumbing work; dangerous heights when performing work on top of building; wet or slippery floors; electrical shocks; awkward or confining workspaces when working in attic or in a crawlspace performing plumbing work and adverse weather conditions when working outside or shovelling snow/snow blowing.