

**Job Class Profile:**            **Property Repairer (NLC)**

**Pay Level:**                      **CG-23**                      **Point Band:**                      **388-421**

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	1	2	1	5	
Points	140	33	25	19	60	22	41	21	54	415

## JOB SUMMARY

The Property Repairer (NLC) is responsible for preventative maintenance activities covering a variety of trade areas in construction, renovation, maintenance and operations of Newfoundland and Labrador Liquor Corporation facilities.

### Key and Periodic Activities

- Performs carpentry work such as hanging signs, posters and bulletin boards, cutting holes for grommets in countertops and cutting and installing shelving.
- Plasters and paints within the Corporation and in the various NLC outlets/stores.
- Performs electrical maintenance work which includes changing light fixtures, ballasts and light bulbs, installing fans and plugs.
- Conducts routine inspections of Corporation facilities and equipment including fire extinguishers and emergency lights.
- Performs inspections and checks for leaks in roof or water boilers and ensures circulatory pumps work properly. Performs preventative maintenance work when required.
- Disassembles, moves and reassembles office furniture.
- Installs and replaces door closures, locks and cylinders in various work locations.
- Checks and repairs plumbing fixtures such as toilets and faucets and advises licensed plumber when major repairs are required.
- Operates various equipment such as a scissor lift, pallet jack and power tools in the performance of work activities.
- Arranges for servicing and maintenance of Corporation vehicle.
- Collects and disposes of discarded furniture and other materials.
- Delivers supplies to various locations.
- Performs cleaning activities related to water leaks.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Trade areas such as carpentry, electrical, plumbing or mechanical
- Safe work procedures
- Various maintenance procedures

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma and completion of a 9 month trades program in either carpentry, plumbing, mechanical or electrical.

**Years of Experience:**

- Minimum: Experience at or near the journeyman level

**Competencies:**

- Repair or calibrate machinery
- Operate machinery
- Coordinate work activities
- Problem solving skills

**Interpersonal Skills**

- A range of interpersonal skills are used including listening to information from supervisor to ensure understanding of priority maintenance and repair issues, asking questions to obtain information and providing information and direction to co-workers and store managers/employees.
- Communications occur with employees within the immediate work area and in NLC facilities where preventative maintenance activities are ongoing.
- The most significant contacts are with the Director for key direction and prioritizing of tasks, Trades Worker II for the purpose of completing assigned tasks and with the Secretary/Receptionist on work orders.

## EFFORT

**Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects 10 to 25 lbs occurs on a regular basis and lifting or moving objects over 50 lbs is occasional. Examples include moving furniture, lifting and holding power tools and other tools for extended periods of time and loading/unloading building materials.
- Work activities involve constant walking in the performance of their duties. Standing, working in awkward or cramped positions or using various body movements, driving heavy equipment and Corporation vehicle and pulling electrical wires is performed regularly. Climbing extension ladders is required on an occasional basis.
- Manual or physical activities include a constant requirement to maintain physical balance, regularly using hand tools that require accurate control and steadiness, using gross motor skills, using machinery or equipment that requires very controlled movement and operating heavy equipment.

**Concentration**

- **Visual concentration or alertness** is constantly required to perform preventative maintenance activities and for safety when working in the warehouse around moving heavy

<p>equipment and when operating a scissor lift.</p> <ul style="list-style-type: none"> <li>— <b>Auditory concentration or strain</b> is experienced when working in the warehouse using power tools such as a jackhammer and listening for moving heavy equipment such as a forklift.</li> <li>— <b>Alertness and concentration</b> are required when driving for extended periods of time to various store locations. <b>Higher than normal levels of attentiveness or alertness for the health and safety of others</b> is required when operating heavy machinery such as a scissor lift in the warehouse.</li> <li>— <b>Time pressures, deadlines and interruptions and lack of control over work pace</b> are experienced when performing emergency maintenance repairs to ensure minimal disruption to store operations.</li> <li>— <b>Exact results and precision</b> are required when performing tasks such as wiring light fixtures to ensure there are no safety hazards, repairing equipment and/or performing carpentry work such as installing shelves.</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>— Work involves performing maintenance and repairs to Newfoundland Liquor Corporation facilities on a daily basis which includes tasks and activities that are similar/related in terms of the skills and knowledge used and the tasks are usually well defined.</li> <li>— Work is typically routine in nature but requires an understanding of the problem/issue in order to repair the problem.</li> <li>— Reference material to assist in addressing problems, challenges and issues include regulations and advice from Supervisor.</li> </ul>

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work is closely supervised and all work assignments and priorities are established by the Supervisor.</li> <li>— Limited discretion can be exercised in determining job requirements and purchasing the materials or tools required to complete a job.</li> <li>— Some discretion and independence of action can be exercised, in the absence of the Supervisor, on how to complete a job.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Work results can have a positive impact within the immediate work area, department, organization and the general public when facilities are well maintained. Additionally, resources such as equipment, processes and systems, facilities, health and safety and corporate image can be impacted.</li> <li>— Mistakes or errors can have an impact on the health and safety of employees and on the general public who are accessing the facilities. Mistakes or errors can also impact finances and the corporate image if a store has to be shut down.</li> <li>— Errors are typically identified and resolved within hours of problem identification as daily tasks are supervised.</li> </ul>
<b>Development and Leadership of Others</b>

- Not responsible for supervision of staff and are not involved with providing development and leadership to others.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is a requirement to wear safety boots at all times and other equipment such as a hard hat, safety vest, harness, glasses and gloves is required when performing different activities such as working in the warehouse or on a construction site or when working on a scissor lift or at heights.
- The likelihood of injury or illness resulting from hazards in the job is limited.
- There is constant exposure to sharp objects when working with saws, drills and utility knives and working heavy machinery is also performed on a constant basis. Regularly exposed to dirt, dust, filth or garbage and odours. Occasional exposure to other undesirable working conditions such as unusual/distracting noise when working in the warehouse or mechanical room, vibration when using tools such as a hammer drill, bodily fluids and waste when performing plumbing work, and adverse weather conditions when required to work outside in inclement weather conditions.