

Vuntut Gwitchin Government

A. Identification: Property Maintenance Worker

Department: Government Services

Supervisor: GS Director

Date: August 2014

Status: Term

Level: 5

B. Job Summary:

Reporting to the Government Services Director or as assigned this position is responsible for carrying out heating and plumbing and carpentry maintenance activities on buildings and other property owned by VGG, for construction projects, and for services delivered by VGG to customers. This position supervises the Maintenance Helper.

C. Main Duties:

Provides services by:

- Conducting repairs, servicing for preventative maintenance, and upgrading on a variety of systems and components associated with heating and plumbing systems
- Installing systems and components into new construction and current buildings
- Identifying problems with components, locating parts in inventory or informing purchasing officer when parts need to be ordered
- Informing supervisor when major work is required
- Performing minor carpentry work associated with plumbing and heating systems
- Identifying problems with electrical fixtures and equipment, repairing basic components including changing ballasts
- Assembling, installing and/or repairing facility furnishings and fixtures
- Cleaning and maintaining tools and equipment applicable to maintenance work
- Recommending on maintenance schedule, and carrying out schedule
- Documenting work orders, inventories, and other related paperwork
- Responding to emergencies outside of normal work hours
- Install, service, repair all Toyo stoves
- Maintain inventory for Toyo stoves and Toyo tools as required
- Monitor Fuel deliveries from Air North to VGFN tanks (upon arrival)
- To retain all Weigh bills from Air North and deliver to Special Projects Manager
- Test fuel as required from time to time as directed by supervisor
- Assist Special Projects Manager with lumber and fuel inventory on a regular basis

Supervises staff by:

- Assisting with hiring
- Establishing performance level of tasks
- Conducting performance evaluations
- Identifying training needs of staff and ensuring staff is adequately trained
- Assisting staff with problem solving and personnel issues

- Approving timesheets and leave as needed
- Ensuring Health and Safety regulations and policies are adhered to

D. Job Knowledge and Skills:

Education

- Completion of Grade 10 supplemented with training or experience in general building trades requirements;
- Knowledge of basic plumbing, carpentry and electrical methods and practices;
- Knowledge of hazards and safe work practices with respect to general building maintenance;
- Experience in organizing and prioritizing building repair requirements;
- Experience in dealing with the public in a service capacity;
- WHMIS certificate
- Transportation of Dangerous Goods certificate

Management Skills:

- Ability to assume responsibility and meet deadlines
- Ability to work with minimal supervision
- Ability to follow directions

Specific Skills:

- Ability to operate hand and power tools commonly used in building maintenance
- Ability to evaluate a problem or situation and arrive at a logical plan
- Identify and correct safety hazards
- Perform building maintenance work and manual labor
- Lift and carry objects safely
- Climb ladders to various heights
- Work in confined spaces
- Perform simple arithmetic calculations
- Mechanical aptitude
- Blueprint reading /mechanical drawing reading an asset

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.

E. Decision Making:

The GS Director (or as assigned) establishes the general goals, objectives and expectations for this position. The position is then expected to work independently in organizing and prioritizing work commitments to meet the objectives. The position is expected to consult with the supervisor with respect to conflicts the incumbent has been unable to resolve. Decision-making is required for determining plan for installing, troubleshooting and repairing equipment and facilities.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, following WHIMS and Occupational Health and Safety regulations, providing good service, and ensuring that work is conducted in a timely manner. The work of a property maintenance worker is important to the well being of home owners and users of VGG properties and errors made in prioritizing required repairs may result in significant or irreparable damage to properties, impacting home owners/tenants and result in increased costs to the First Nation.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Customers	Delivery quality work	Daily
Maintenance Helper	Assigning and inspecting work; team work	Daily
Building Project Manager	Information exchange, team work	As required

H. Positions Supervised: 1 - Maintenance Helper

I. Working Conditions:

The building maintenance worker carries out several different tasks in a single day, at any number of locations in a variety of buildings.

Spiritual:

Being respectful of traditional beliefs and practices.

Physical:

Isolated living conditions in extreme temperature and light conditions
 Standing for long periods of time, lifting heavy objects, climbing ladders, and working in uncomfortably hot or cold environments, and in awkward and cramped positions or while standing on a ladder.
 Exposure to possible electrical shock, burns, falls, cuts and bruises.

Mental:

Regular need to meet multiple service deadlines and striving for good service
 Regular need to analyze problems and solve problems
 Working in evening, late night or on the weekend and be on call for emergency repairs.

Emotional:

Dealing with customers who could be under stress due to broken heating and plumbing components.

J: Conditions of Employment

Willingness to work in extreme cold temperatures and darkness
 Class 5 driver's license or Old Crow snowmobile/atv driver's license

SIGNATURES:

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned	Incumbent: I have read the foregoing position description and understand that it is a general description of the
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to this position.	duties assigned to the position occupied by me.
_____ Supervisor	_____ Incumbent
_____ Date	_____ Date