



## JOB DESCRIPTION

Title:	<b>Maintenance Technician</b>
Department:	Environmental Services
Reports to:	Director of Environmental Services
Status:	Full-time, Regular
Date Updated:	November 2023

### **Job Overview**

The Maintenance Technician is responsible for the operational maintenance, repair and upkeep of, and the associated administration and coordination for all SLRD facilities and infrastructure.

### **Key Responsibilities**

- Performs day-to-day facilities maintenance services including troubleshooting and repairs in a timely manner. Ensures the completion of preventative maintenance for all sites.
- Responds to facilities maintenance queries and work orders. Keeps a log of maintenance work orders.
- Liaises with a variety of external contacts, including consultants and contractors. Monitors the work of contractors for compliance to contract provisions for mechanical systems, grounds maintenance; resolving issues and verifying satisfactory completion of work.
- Assists with the service maintenance program for SLRD services. Ensures service continuity through maintenance contract reviews and renewals.
- Participates in the development of asset management strategies and plans for the SLRD facilities and infrastructure.
- Working closely with Environmental Services staff, assists with the maintenance and operation of SLRD services including water, wastewater, dykes and other facilities and utility systems.
- Identifies and evaluates emerging on-site requests for renovations, automations and other related projects.
- Prepares and presents annual inspection reports to the correct agencies for facilities within the SLRD.
- Tracks expenditures to ensure adherence to approved budget and assists with preparing annual budget.
- Ensures facilities conform to all applicable government and WorkSafeBC regulations and requirements.
- Supports Occupational Health and Safety policies and programs. Coordinates activities, ensuring that health and safety measures are effectively deployed in accordance with requirements.
- Performs routine building repairs, simple carpentry tasks and painting. Monitors day-to-day security and janitorial requirements.

- Performs manual snow clearing during regular work hours and after hours as weather conditions require.
- Assists with fleet management as required.
- Regularly inspects facilities and systems (including but not limited to: carpentry, plumbing, electrical, HVAC, and outdoor grounds) for risk management issues, reports and takes remedial action as required. Attends to urgent facilities maintenance issues and emergency situations if they arise.
- Maintains W.H.M.I.S information and coordinates communication and training as required.
- Liaises with Director of Environmental Services and provides communication regarding the Preventative Maintenance program, service requests, work orders, fire equipment, security systems and pest control.
- Other related duties as assigned.
- Assists as directed in supporting the SLRD's emergency response mandate. Duties assigned during an emergency may differ from regular duties.

### **Qualifications**

- A minimum of 3 years of related work experience.
- A high school diploma with post-secondary or industry training/certification in a related field.
- Ability to communicate effectively both orally and in writing, and effectively carry out oral and written instructions.
- Knowledge and ability in the operation, maintenance, and storage of hand tools and related equipment.
- Demonstrated knowledge and experience in operational, maintenance and repair requirements in a building or facility.
- Knowledge and experience in minor carpentry repairs, door hardware repairs and proper painting techniques.
- Ability to demonstrate care in handling tools and equipment, and attention to detail in undertaking minor repairs.
- Ability to work collaboratively with others; as well as independently, with minimal supervision.
- Ability to plan and assign, and monitor the work of contractors.
- Working knowledge of W.H.M.I.S. (Workplace Hazardous Materials Information System) regulations, practices and procedures.
- Good problem-solving skills and the ability to demonstrate independent judgment and initiative in performing the duties of the position.
- Working knowledge of materials, methods and complex equipment used in cleaning work.
- Physically able to carry out the duties of the position.
- Proficiency in the use of computer software including Microsoft Office.
- Ability to provide good customer service and establish and maintain effective working relations with coworkers, contractors, the public, elected officials and other external partners.
- A Valid BC Drivers License and a satisfactory driving record. Must be able to travel to utility sites within the regional district, at times with limited notice.

**Physical Job Demands:**

- Lifting, pushing, pulling, or carrying heavy or awkward loads up to 50 lbs
- Bending, kneeling, twisting, reaching
- Walking on slippery or uneven surfaces
- Sitting/standing for extended periods of time
- Operating company vehicles, at times in inclement weather and through mountainous terrain
- Handling controlled products
- Using a variety of manual and power hand tools and equipment

Preference may be given to any of the following:

- B.S.W. Certificate from Building Owners Maintenance Association (B.O.M.A.), or other certificate related to Building Services.
- EOCP certification or experience with small water and/or wastewater systems.