

JOB DESCRIPTION

BUILDING MAINTENANCE TECHNICIAN

POSITION TITLE:	BUILDING MAINTENANCE TECHNICIAN
REPORTS TO:	PUBLIC WORKS SUPERINTENDENT
REVISION DATE:	

POSITION SUMMARY

The Building Maintenance Technician position is directly responsible to the **Public Works Superintendent**. The Building Maintenance Technician position is responsible for the general maintenance and development of the Municipality of Crowsnest Pass Facilities, Building Infrastructure, related equipment as well as the repair and installation of concrete sidewalks, curbs and related concrete work.

Job Requirement

1. Shall be responsible for the maintenance and upkeep of all Public Works and Community Services Department affiliated facilities as governed by the Municipality of Crowsnest Pass. These may include:
 - Arenas
 - Sportfields
 - Culture Facilities
 - Shops
 - Pumphouses
 - Cooperation with Pool and Ski Hill Society
 - Halls/Senior Centers
2. Shall assist in implementing a comprehensive facilities and equipment preventative maintenance program including scheduling, research of requirements and planning.
3. Shall repair and install concrete curbs and sidewalks as part of the Municipality's yearly maintenance program.
4. Shall perform other concrete work as required to assist in the building maintenance program or that is required as part of an infrastructure project.
5. The Building Maintenance Technician shall display an ability to follow instructions from his/her supervisor.
6. Shall provide recommendation in the budget preparation process.
7. Shall ensure the use of safe and proper working practices and proper care of tools, equipment, and buildings.

8. Subject to “call out” duties as required.
9. Ensure that all Safety Standards as described within the Occupational Health and Safety Manual and pursuant regulations are adhered to including the use of protective equipment and clothing. This will require a good working knowledge of the act and regulations.
10. Perform duties as assigned by the Public Works Superintendent

Job Qualification Requirements

1. Valid Class 5 Alberta Driver’s License.
2. Standard First Aid
3. WHIMIS
4. Grade 12 Diploma or equivalent
5. Minimum three years experience in a carpentry, construction, working with concrete or in the building maintenance discipline.
6. Strong mechanical aptitude and general maintenance skills.
7. Knowledge of all municipal facilities.

Personal Attributes

1. The Building Maintenance Technician position shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Building Maintenance Technician position shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Building Maintenance Technician position shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Building Maintenance Technician position must often work alone to work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.

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