

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Maintenance Service Worker		Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Position Number <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Reports to Position No., Class & Level <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Division, Branch/Unit Properties, Property Management, Government Centre Area/Legislature Grounds and TPM Buildings	Ministry Infrastructure
Present Class Maintenance Service Worker 2 – 042MWC		Requested Class Maintenance Service Worker 2 – 042MWC	
Cost Centre <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Maintenance Service Worker 3 (Plaza Grounds Supervisor), the incumbent performs a variety of general maintenance services within Government Centre. Activities may include, but are not limited to: forms part of the team which facilitates the setup for all events taking place on the entirety of the Legislature Grounds, installation of the Christmas Light program, moving of furniture, assisting journeyman trades with repairs, refurbishing or renovations for inhouse operated areas, installation of a variety of exterior signage etc. Position may provide some guidance and direction to contracted resources performing similar activities.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Performs general maintenance duties.
 - Performs semi-skilled duties, including erecting signage, checking fire extinguishers, moving materials and equipment to and from work sites, and setting up roadway closures.
 - Assists Grounds crew with various grounds related duties.
 - Assists Gardeners with maintenance of annual flowers, trees, and shrubs.
 - Assists various trades groups with work site activities including demolition, material handling and cleanup to maintain a clear and safe work site. May perform minor concrete and masonry repairs.
 - Provides general labor including moving materials, furniture, and waste up to 50 lbs.
 - Performs safe and site-specific operation of various equipment.
2. Provides assistance in support of special programs and events held on the Legislature Grounds.
 - Provides set-up/take-down assistance and support for special programs and events organized by various Ministries and charitable/nonprofit organizations.
 - Performs installation and removal of Christmas lights and decorations throughout the Legislature Grounds. This work requires full days working at heights in a manlift in winter weather.
 - Communicates with and responds to a variety of vendors, clients and stakeholders including event organizers.
 - Provides and directs contractor access to grounds, including traffic control.
3. Provides routine maintenance and quick response to conditions that affect safe site access for clients and visitors.
 - Provides snow and ice removal and sanding of slippery sidewalks and building entrances.
 - Provides litter and trash pick up.
 - Carries out power sweeping and washing of sidewalks and hard landscaping.
 - Ensures maintenance of tools and equipment are in good order to support maintenance activities.
4. Assists supervisor.
 - Provides feedback to supervisor on all matters requiring decision making.

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- Provides some administrative assistance including obtaining quotes for materials and services.
- Keeps updated safety records including daily hazard assessments, standard operating procedures and safe work practices.

5. Other related duties.

- Incumbent may be required to assist with preparation and maintenance of Legislature Grounds skating rink.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Position provides maintenance support responsibilities independently where the project may not require a journeyman certificate. While the position may use power-tools, the skill required is not at the journeyman level. Where the project requires skilled resources, the position may support trades journeymen.
- Provides maintenance and upkeep to all exterior, and some interior areas of the site used by the public and clients.
- Assignments must be carried out in all weather conditions, in a safe and efficient manner.
- Position will interact with clients for the purpose of providing or receiving routine information.
- Position provides for general labour activities within Government Centre. Incumbent is expected to carry out routine maintenance activities with minimal supervision.
- Position will require incumbent to operate various equipment and machinery, including utility vehicles, manlifts, skid steer.
- Position may require overtime work.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Position required good knowledge of operation and maintenance requirements for building equipment and related control systems.
- Must be proficient in safe trade related work practices.
- Typically requires some semi-skilled trade-related work experience.
- Excellent knowledge in use of large maintenance equipment including but not limited to the operation of: manlifts, skid steers, ATV's.
- Position requires that incumbent be able to provide services to high profile client with minimal disruption to client activities.
- Valid class 5 drivers license, manlift training.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Grounds Supervisor – immediate supervisor, daily communication with respect to ongoing direction and updates.
 Facilities Coordinator – upon the absence of the Grounds Supervisor.
 Facilities Manager – upon the absence of the Facilities Coordinator.
 Events Coordinator – communication regarding the full cycle for all events taking place on the Grounds.
 In house and Contracted staff – to provide guidance and direction of assignments.
 Government Officials – coordination of special events
 Public – provide assistance and guidance to Event Organizers in regards to procedures to ensure safe setups.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Position had no formal supervisory responsibilities. However, may from time to time provide some supervision to various contractor staff.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

Updated Purpose, Responsibilities and Activities, Scope, Knowledge, Skills & Abilities and Contacts.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.