

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

Working Title Maintenance Service Worker		Name	
Position Number	Reports to Position No., Class & Level Tech 6	Division, Branch/Unit Properties Division Properties Management Branch/Calgary North	Ministry Infrastructure
Present Class Maintenance Service Worker 2		Requested Class No change	
Dept ID			

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 Facilities Coordinator, the position will perform general maintenance duties related to the operation in various buildings within the jurisdiction of the Facilities Manager for Calgary Correctional Spyhill Complex.

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](#)).

The Maintenance Service Worker 2 performs general maintenance tasks and activities which includes:

- Completing work orders in a timely and efficient manner
- Moves and repairs to client furnishings
- Painting
- Repairs to equipment
- Lamp replacement
- Un-plugging toilets
- Cleaning and completing caretaking in various locations Reporting unusual conditions observed to the Facilities Coordinator

The Maintenance Service Worker 2 assists trades by:

- Working with hand and power tools
- Performing semi-skilled work
- Ordering and picking up material and supplies

The Maintenance Service Worker 2 provides direction to contractors by:

- Meeting and escorting them on site
- Inspecting the work of contractors (in some instances)

Other duties as required.

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 is required to work independently on projects that do not require journeyman certification. Position will interact with clients for the purpose of providing or receiving routine information in regards to their needs. Position provides for general labour activities at Spyhill Complex (Calgary Correctional Centre, Calgary Remand Centre and Calgary Young Offenders Centre) as needed. This includes working around inmates. Participates in onsite OH&S program and follows required safety procedures.

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](#)).

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](#)).

- High school diploma
- Good interpersonal and communication skills
- Working knowledge of the operation and maintenance of building systems
- Valid Driver's license

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

N/A

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

N/A

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](#)).

N/A

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff (see Writing Guide [Page 17](#)).

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.