

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

Working Title Maintenance Service Worker		Name	
Position Number New	Reports to Position No., Class & Level Technologies 6	Division, Branch/Unit Properties Division Property Management Branch/Government Centre Area/Legislature Building-McDougall	Ministry Infrastructure
Present Class Maintenance Service Work 3		Requested Class Maintenance Service Work 3	
Cost Centre			

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 (Tech 6), this position will perform specific duties related to the operation of the building including maintenance of mechanical systems including BMCS, CMMS, pneumatic controls, HVAC systems, water treatment and other duties within the jurisdiction of the Facilities Manager for Legislature Building and Government House.

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](#)).

Performs Building Operation Tasks

- Routine and preventative maintenance of all building components Interior/Exterior.
- Monitoring of building mechanical/electrical systems to ensure a safe and comfortable building environment is maintained.
- Assists trades in completing repairs and projects including organizing rental equipment. Performs semi-skilled tasks such as un-plugging toilets.
- Maintain organization and cleanliness of shop, work and mechanical spaces.
- Organizes and provides assistance with set-up and take down of equipment and material for events, assist with Audio Visual equipment.
- Organizes and provides assistance with moving furniture and materials and performs minor renovation projects within the assigned facility.
- Applies working knowledge of the HVAC system and the Building Management Control System (BMCS).

Client Communications

- Direct communications interaction with building clients making sure client requests are fulfilled or directed to correct areas for completion.

Contract Compliance

- Monitoring of services for delivery and purchasing compliance.
- Confirmation of receipt of contracted services as per contract intent.
- Monitoring of contract terms and durations.

Administrative Duties

- Adherence to current AI Purchasing Practices.
- Capture and use information within the FMS (Facility Management System)
- Assist in the administration of Worts (Work Order Tracking System)

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](#)).

- This position is responsible for the building operational functions of high-profile facilities. The incumbent has the authority to trouble shoot building operational problems, correct where possible and report the findings to their immediate supervisor, this would include the authority to change/adjust or modify assignment priorities based on job site activities and in the absence of the immediate supervisor.
- The individual is expected to use good judgement to overcome any operational concerns.
- In cases of emergency, take corrective action wherever possible then convey actions to immediate supervisor.
- Provide energy efficient techniques such as scheduling chiller operation verses free cooling in the provision of client comfort.
- Provide preventative maintenance measures to minimize problems and extend equipment life and operation.
- Identify special projects for consideration of operational or capital funding.
- Discussion of assigned tasks and identification of completion dates on a weekly or monthly basis.
- Provides quality workmanship on all assignments/tasks.
- Regular consultation with immediate supervisor regarding specific duties prior to commencement realizing impact of consequences for delay or not addressing requests for a high-profile facility.
- Adhere to all applicable regulatory requirements, OH&S, ABC, Fire Code, Etc.

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](#)).

- Excellent knowledge of building operations and all associated mechanical/electrical equipment (min 3 yrs).
- Excellent knowledge of Building Maintenance Control System and FMS (min 3yrs).
- Basic skills necessary for the reading and interpretation of blueprints.
- Experienced in the use of tools normally associated with repair and maintenance of mechanical systems.
- Broad knowledge of fire sprinkler equipment operations.
- Excellent knowledge of computer operation and associated programs (Microsoft Windows/Word/Excel/Outlook-email).
- The Maintenance Service Worker must have a Building Operator A Certificate or 5th Class Power Plant Engineer Certificate or applicable trade certification.
- Valid Alberta Class V Drivers Licence.

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

The Maintenance Service Worker has regular and ongoing contact with:

- The supervisor to receive instructions, discuss and resolve issues, and provide input to plans and decisions,
- facility users and clients to respond to enquiries and issues; arrange for maintenance-related services; clarify and explain policies, directives and procedures; exchange information; and provide options,
- representatives of Alberta Infrastructure and other departments to exchange information, respond to requests and enquiries, clarify directives and policies, and coordinate activities, and
- contractors and suppliers to clarify requests, provide guidance and direction, respond to enquiries, and exchange information.

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

This position has no direct reports however may supervise wage staff or summer student(s) for work quality and completion.

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](#)).

