

Update

Ministry

Arts, Culture and Status of Women

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Conservation and Maintenance W

Current Class

Maintenance Service Worker 3

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- 1) 1) Construction and Maintenance
 - Assist with general construction, repair, and maintenance tasks.
 - Perform basic carpentry, painting, and finishing work under supervision.
 - Support skilled trades by preparing work areas, handling materials, and using tools and equipment.
 - Load, unload, move, and store construction materials and supplies.
 - Assist with repairs to buildings, fences, fixtures, and site features.

- 2) Grounds and Site Maintenance
 - Perform grounds maintenance including mowing, trimming, debris removal, and landscaping support.
 - Conduct snow removal, ice control, and seasonal cleanup as required.
 - Maintain cleanliness and safety of work sites and surrounding areas.

- 3) Cyclical Preventative Maintenance:
 - Is involved in cyclical and preventative maintenance tasks at various remote sites throughout the province.
 - Performs ground maintenance and snow removal at various remote sites throughout the province.
 - Travels to these sites and performs these duties as required.
 - Informs Restoration Foreman of any deficiencies that may need to be addressed in the future.

Problem Solving

Typical problems solved:

Position is involved in a diversity of tasks with some complexity in a shop environment as well as in the field. Position, when working with other trades, must be able to anticipate potential roadblocks and provide solutions within established procedures and standards to avoid problems/delays.

Types of guidance available for problem solving:

This position requires a variety of skills, including both traditional trades and modern construction techniques. The incumbent must have a level of experience that allows for innovative and creative solutions to complex problems. Knowledge of Occupational Health and Safety Act, Workplace Hazardous Materials System.

Direct or indirect impacts of decisions:

The Conservation and Maintenance Worker assist the Restoration Foreman with accurate replication of period trades and crafts to lend authenticity to the restoration projects. This accurate restoration brings credibility to the project and enhances its educational value so as to fulfill the division core business objectives of protection, preservation and presentation.

Key Relationships

Major stakeholders and purpose of interactions:

- Interacts daily with the Restoration Foreman.
- Position will interact with facility site operation staff for the purpose of providing or receiving routine information in regards to their needs.
- Coordinates projects with site staff to minimize their impact on the day-to-day operations of the sites.
- The position must interact with various interest groups, such as volunteers and interpreters to ensure the completion of projects and facilitate events.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|---------------------|-------------|-------------------------------|-------------|
| High School Diploma | Other | Other | |

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

This position requires:

- Physically able to perform demanding work including lifting, bending, standing, and working at heights and work performed outdoors in varying weather conditions.
- The skills necessary to be competent in carpentry, plastering and painting.
- Previous experience in construction, maintenance, or general labour is an asset but not required.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

| Competency | Level | | | | | Level Definition | Examples of how this level best represents the job |
|----------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|--|
| | A | B | C | D | E | | |
| Creative Problem Solving | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems | |
| Build Collaborative Environments | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations | |
| Drive for Results | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS | |

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

| | | |
|------------------------------------|-----------------|---|
| _____ | _____ | _____ |
| | Date yyyy-mm-dd | |
| _____ | _____ | _____ |
| Supervisor / Manager Name | Date yyyy-mm-dd | Supervisor / Manager Signature |
| _____ | _____ | _____ |
| Director / Executive Director Name | Date yyyy-mm-dd | Director / Executive Director Signature |
| _____ | _____ | _____ |
| ADM Name | Date yyyy-mm-dd | ADM Signature |
| _____ | _____ | _____ |
| DM Name | Date yyyy-mm-dd | DM Signature |