



Job Description

Corporation of the County of Essex

Job Title: Maintenance II – Building Services

Department: Infrastructure Services Department

Summary of Function

Reporting to the Supervisor, Facility Operations, with assistance from the Maintenance Lead Hand, provides facility management support services to the Director and the Department.

Task	Description	Frequency
1	Observe activity and complete daily inspection rounds within the Civic Centre and surrounding property in an effort to prevent unauthorized access to the building.	Daily
2	Notify lead hand or supervisor concerning the need for major repairs or additions to the building operating systems	Daily
3	Perform procedures/repairs as directed in accordance with the preventative maintenance schedule established for the building. Complete minor activities/repairs including tightening loose bolts, repairing window blinds, hanging pictures, etc.	Daily
4	Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created	Daily
5	Check and perform minor repairs to heating, cooling, ventilating, plumbing, and electrical systems. Maintain motors, compressors, pumps, valves in proper operating condition.	Daily
6	Oversee contractors when professional repairs are necessary and provide documentation to supervisor. Attend meetings as required by Supervisor	As required
7	Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings	As required
8	Move heavy furniture, equipment and supplies either manually or using hand trucks or similar.	Monthly
9	Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.	As required

Task	Description	Frequency
10	Keep an inventory and requisition supplies and equipment needed for cleaning and maintenance duties. Barcode the supply, assign the supply to a user, record quantity and date cleaning supply was assigned, generate reports related to cost, purchase, quantity used, etc. Review options for environmentally friendly or natural product that does not compromise efficacy, efficiency and overall value. Scent free soap products are preferred	Daily
11	Documentation (including periodic review and task frequency evaluation) of the operations relative to cleanliness outcomes of the janitorial contract cleaning program. Complete inspections to monitor janitorial performance with a walkthrough checklist. Report any issues to supervisor	Daily
12	Obtain updated Safety Data Sheets (SDSs) for any/all hazardous product used or stored in the facility. Ensure all products are properly labelled.	Daily
13	Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Operates a motor vehicle to pick up and move goods and supplies. Arranges furniture for special events.	Daily
14	Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering. Report any excess damage immediately to supervisor.	Daily
15	Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste	Daily
16	Check the parking lots/fire lanes to ensure there is unobstructed access at all times. Complete an inspect report on parking lot features such as signs, line painting, debris, etc.	Weekly
17	Ensure that all fire extinguishers have an inspection tag attached given the day were last recharged and inspected. Notify supervisor of any non-conformances	Monthly
18	Maintain and upkeep of all storage spaces and custodial closets within the assigned area(s). Complete daily inspections	Daily
19	Patrol property on foot, ensuring personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions	Daily

Task	Description	Frequency
20	Prepare written reports of daily activities, observations and incidents	Daily
21	Performs other duties as assigned.	Occasionally

Qualifications

- Grade 12 Diploma, plus related building maintenance training or certifications
- 2-3 years building/facility experience
- Basic HVAC/Mechanical, electrical and plumbing skills
- Strong proficiency in Microsoft Office programs (Excel, MS Word)
- WHMIS training
- Strong customer service skills/professionalism.
- Knowledge of Municipal Government
- Physically Fit
- Police Information Check
- Must hold & maintain a valid class “G” Ontario driver’s license and access to personal vehicle for business use

Organizational Relationships

1. Director of Infrastructure Services
2. Manager of Technical/Facility Services
3. Facility Supervisor/Lead Hand

Working Conditions

- 8-hour rotating shifts
- Weekend Schedules may differ

Date Approved:

Supervisor’s Signature:
