

 NORTH PEACE HOUSING FOUNDATION	Job Description	Maintenance Assistant Central Maintenance Services Last Revised Date: 14 November 2024
Job Summary The Maintenance Assistant reports directly to the Director of Maintenance and Capital Projects and is primarily responsible for the upkeep of facility grounds, including snow removal and landscaping. Additionally, this role supports a team of technicians with various maintenance-related tasks.		
Hours of Work/Conditions ➤ The Maintenance Assistant works 40 hours per week – typically from 8 a.m. to 5 p.m. Monday to Friday. On occasion, they must be available for emergency call-out. ➤ Travel within the NPHF region is required, typically using a company vehicle. Occasionally, the use of a personal vehicle may be necessary.		
Primary Duties and Responsibilities ➤ Assist Maintenance Technicians with major repairs and perform basic repairs on facilities. ○ Assist with major renovations and repairs, providing tools, materials, and other support as needed. ○ Perform basic renovations and finishings (painting, demolition, cleaning etc.). ○ Move and relocate furniture, equipment and supplies. ○ Help troubleshoot basic repairs. ➤ Perform basic preventative maintenance in compliance with all associated legislation and standards. ○ Conduct routine inspections and preventive maintenance tasks on equipment and facilities to ensure optimal functionality and longevity. ➤ Groundskeeping ○ Perform snow removal, lawn maintenance, and garden care for Lodges, Senior Self-Contained apartments, and vacant Community Housing units. ○ Train and provide guidance to Maintenance Summer Students during the completion of seasonal groundskeeping tasks. ➤ Ensure safety compliance and completion of documentation. ○ Actively participate and contribute to the Foundation's health and safety program. ○ Properly use, secure, and monitor tools, equipment, and parts. ○ Maintain accurate records of maintenance activities and report completed tasks. ○ Ensure the work area is clean and safe, and promptly report any unsafe conditions. ➤ Other duties as assigned		
Knowledge, Skills and Abilities ➤ Basic understanding and appreciation of maintenance and groundskeeping practices. ➤ Ability to learn, follow directions confidently, and grow independently, demonstrating a strong willingness and desire to advance within the organization. ➤ Proven track record of reliability, diligence, and dedication. ➤ Demonstrates a strong sense of responsibility and self-motivation. ➤ Capable of maintaining the privacy and security of sensitive information. ➤ Skilled in effective communication, including active listening, clear speaking, and timely, thorough written communication. ➤ Ability to lift moderately heavy items (up to 22 kg), move heavy objects, operate machinery, and access confined spaces when necessary. ➤ Demonstrated willingness to maintain a pleasant working environment and actively contributes to a safe workplace. ➤ Ability to maintain a professional and respectful appearance that positively represents the organization to tenants and residents.		

Qualifications

- Experience operating equipment such as snow blowers, lawn mowers and other lawn equipment will be considered an asset.
- A valid Class 5 driver's license and a satisfactory driver's abstract are required.
- Completion of a current and acceptable criminal record check for the vulnerable sector as required by the Protection for Persons in Care Act and the Accommodation Standards and Licensing Act is mandatory.

I acknowledge that I have reviewed and understand the job description for the position of Maintenance Assistant. I understand that the job description may be modified from time to time according to operational needs as circumstances require. I agree to work according to the job description.

Employee Name (Print)

Employee Signature

Date Signed