



IDENTIFICATION

Department	Position Title	
Infrastructure	Settlement Maintainer	
Position Number	Community	Division/Region
33-13415	Fort Resolution	Facilities/South Slave

PURPOSE OF THE POSITION

To maintain and repair all Government-owned and operated buildings, works and equipment in the communities of Fort Resolution and Buffalo Junction in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies and departmental procedures to minimize breakdowns and maximize the lifetime of facilities and other assets. The Settlement Maintainer also maintains and repairs community, Department of Energy and Natural Resources (ENR) and RCMP (Royal Canadian Mounted Police) sites and facilities when requested.

SCOPE

Located in Fort Resolution, the Settlement Maintainer is the department's only representative in the community and maintains an inventory of approximately 20 buildings. This position is guided by GNWT, departmental and regional procedures in maintenance management and health and safety areas.

The position reports to the Facilities and Maintenance Coordinator in Hay River but works independently and sets the work schedule to meet preventative maintenance and demand maintenance requirements. The position is assigned preventative maintenance work through the generation of work orders issued out of Hay River. Repair work is either identified through these preventative maintenance checks or through notification from client departments.

RESPONSIBILITIES

- 1. Maintains Government-owned and operated buildings and equipment to optimize the lifetime usefulness of the assets.**
 - Conducts regular inspections of buildings to Identify and correct any repairs required before they become a major deficiency or present a hazard;
 - Completes minor carpentry repairs and painting to preserve the quality of buildings;
 - Conducts routine service checks of plumbing, heating and electrical systems as outlined in the Maintenance Management System (MMS) manual to ensure systems and equipment are in good working order;
- 2. Completes repairs to plumbing, heating and electrical systems and equipment to ensure systems and equipment are working efficiently and effectively;**
 - Provides support to regional tradesmen to aid in the repair and installation of electrical systems and in the completion of major carpentry repairs;
 - Inspects, tests and services fire alarm systems, fire pumps and fire suppression equipment to ensure the systems and equipment will work when needed, including weekly generator tests.
 - Completes work orders and log books for all maintenance and repairs to buildings, work and mobile equipment in order to identify historical costs and work completed on each asset.
 - Identifies supplies required to complete jobs and compiles material lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner;
 - Completes work orders in the Computerized Maintenance Management System (CMMS) for all work assignments to indicate materials used, work accomplished and time required to complete the jobs;
 - Compiles an inventory of all materials in the workshop to account for government-owned stock and equipment;
 - Identifies any major repairs or renovations required to Government assets in order to maximize their usage.
- 3. Performs administrative tasks to assist the regional office in carrying out departmental objectives.**
 - Orders replacement supplies in consultation with supervisor;
 - Reports on work performed by contractors to ensure satisfactory performance and compliance with terms of the contract;
 - Completes minor plumbing, heating, electrical, carpentry repairs;
 - Servicing heating equipment gas/oil;
 - Acts as liaison between the community and the Department of Infrastructure's regional office to ensure that sensitive issues involving the department are brought to the attention of the Supervisor.

WORKING CONDITIONS

Physical Demands

Constantly required to lift heavy tools and equipment in the mechanical, electrical and carpentry trades as well as work in awkward positions, including working in crawl spaces for 4 - 6 hours per day. A considerable amount of time is spent walking to and at worksites to inspect all government owned buildings and works in the community for 4 - 6 hours per day. The incumbent works with ladders and scaffolding at heights over 20 feet.

Environmental Conditions

For 4 - 6 hours per day the Settlement Maintainer experiences working in extreme weather conditions, exposure to loud noises in mechanical rooms, and exposure to dirt and dust for most of the day. There is risk of injury both in the nature of the work and in performing repair work on site.

Sensory Demands

Work involves hand/eye coordination to make repairs and replace parts, and intense listening and observational skills in the diagnosis of equipment problems. Touching will be required in making repairs that are obscured from vision.

Mental Demands

This position is called out at all times of the day or night, causing disruption of family life. Pressure from people in the community regarding repairs and unusual requests and complaints causes disruption in lifestyle and work schedule. This position is the sole maintenance position within a community and expectations from the community are high.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all building and mechanical trades in order to maintain Government assets;
- Knowledge of Northern building construction in order to understand building structures and be able to maintain them;
- Ability to use and work with the metric system as many tools and parts are in metric;
- Skilled in the operation and maintenance of equipment in order to work independently to maintain and repair a variety of assets
- Knowledge of the following codes, legislations and other documents related to building trades and the ability to reference and interpret individual items from the code books, legislation or other documents including: National Building Code, Canadian Electrical Code, Canadian Plumbing Code, Northwest Territories Fire Code, WSCC (Workers' Safety and Compensation Commission) Documents, Maintenance Management System Manual and various Equipment Operating Manuals.
- Basic computer skills.
- Ability to work in a cross culture environment

Typically, the above qualifications would be attained by:

5th Class Stationary Engineer and Journeyman Oil Burner Mechanic Certification; experience in the operation and maintenance of equipment;

Three (3) years of experience in the building maintenance field would be an asset.

Class 5 NWT driver's license is also required as this position must drive with parts and equipment to the Government assets being maintained.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred