

1. IDENTIFICATION

Position No. 14-Variou	Job Title Facility Maintainer	Supervisor’s Position See Appendix	
Department Community and Government Services	Division/Region Infrastructure / Asset Management / Facility Oversight / Operations & Maintenance	Community See Appendix	Location CGS Trade Shop
Fin. Code: See Appendix			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The incumbent performs preventive maintenance inspections, services and repairs to ensure the performance of facility systems, subsystems and components in all facilities within the designated area. The goal is increased efficiency, reliability, safety and maximization of facility system, subsystem and component service life.</p> <p>Through the provision of preventive maintenance services, the incumbent provides the day-to-day checks, the legislative and code-required monitoring, testing, servicing and inspection of facility systems, sub-systems and components and the scheduled inspection, servicing and adjustment of facility systems, subsystems and components to ensure they are performing as intended and reach their planned service life. Through the provision of repair services, the incumbent fixes or replaces broken, worn or faulty components as required to address issues that are identified through the course of regular preventive maintenance inspections.</p> <p>As a member of a team of technical experts, the incumbent works to maximize the quality of facilities and the built environment by maintaining the supporting systems and minimizing service interruptions with consideration for life safety, work priority, resource limitations and total life cycle cost. Through the course of planning and executing the work, the incumbent emphasizes safety, team effectiveness, client satisfaction and quality.</p>
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3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

The incumbent is a part of a proactive team responsible for the operation and maintenance of a multi-billion dollar asset portfolio spread over the Nunavut Territory in 27 communities.

The incumbent impacts the efficiency of the Government of Nunavut (GN) program delivery for departments and agencies by ensuring the integrity of the facilities and built environment that directly supports the services provided by other departments as well as all Nunavummiut within the designated area. Failure to identify facility issues and take preventive measures can result in a safety hazard, reduced occupant comfort, costly repairs and the interruption of service to the GN and the public.

Productivity levels are related directly to the condition of the built environment. Service interruptions can reduce productivity to zero. Salaries of building occupants can make up as much as 92% of the total building operations and maintenance cost. Reduction in building occupant productivity levels greatly hinders the ability to deliver GN programs, and thus impact the public. Ensuring an operational, safe and comfortable environment for building occupants is integral to program delivery.

Specific facility checks and inspections are required by legislation. Failure to properly complete legislated inspections in the time and manner specified can leave the GN open to litigation.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Inspects facility systems, sub-systems and components to ensure they are performing as intended and reach their planned service life.

- Conducting regular preventive maintenance inspections, services and repairs in accordance with legislative requirements and departmental standards.
- Troubleshooting and diagnosing facility systems, sub-systems and components faults and identifying solutions.
- Reporting facility system, sub-system and component status on work orders, logs, data sheets and inspection reports.
- Identifying and reporting facility system, sub-system and component deficiencies.
- As a part of regular duties, inspects facilities for security and safety issues and ensures that the necessary work is reported and completed.

Maintains facility systems, sub-systems and components to ensure they are performing as intended and reach their planned service life.

- Repairing and replacing facility systems, sub-systems and components as required according to preventive and predictive maintenance schedules.

- Repairing and replacing facility system and sub-system components that have failed or otherwise reached the end of their service life.
- Responding to and performing emergency work.
- Prioritizes work based on urgency relative to other demands.
- Reports issues beyond resource capacity to supervisor for resolution.

Checks work on facility systems, sub-systems and components performed under contract to ensure compliance with plans and specifications and governing codes.

- Reviewing detailed construction documents.
- Conducting inspection of all installations.
- Identifying any deficiencies in.
- Completing inspections reports.

Completes work records for all work

- Completing work orders for all work assignments indicating materials used, work accomplished, and time required.
- As part of the completion of the work, accounting for eight hours of time each day plus any overtime hours to ensure that all time is accounted for with respect to the associated work.
- Be responsible to record and process payments for all material purchases

Ensures that the proper tools, equipment and material are on hand or readily available at all times.

- Identifying materials and resources required to complete the work and ensuring availability.
- Controlling the use of materials and supplies from the trades shop.
- Determining annual material re-supply requirements.
- Keeping storage and work areas safe, neat, clean and organized.
- Receiving and accounting for material.

Ensures that proper work and safety procedures are followed at all times.

- Ensures compliance to safety standards, policies and procedures advising those committing the infraction to stop the work and reporting the incident as required.
- Conducting safety inspections and participating in safety meetings.

Performs other duties such as:

- Oversee completion of work
- Supporting other trades personnel as and when needed.
- Providing advice and feedback with respect to the frontline delivery of the Facility Management Program.
- Providing expertise to others within the Facility Management Office as and when needed.
- Travelling to remote communities to perform emergency inspections or repairs.
- Completing Facility Condition Assessments
- Attend and complete training as needed to reflect changes in the facility portfolio.

On-Call and Stand-by Work is a mandatory function of the position and is based on a predetermined schedule established as a function of the organizational need with respect to the resource levels available, the applicable employment agreements and policies.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. *Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- Knowledge of cold climate building systems;
- Knowledge of technical principals, code compliance, regulations, and policies related to building construction and operations;
- Knowledge of operations & maintenance roles and responsibilities;
- A thorough understanding of predictive and preventive maintenance practices and tools;
- Good communication skills;
- Experience with a variety of building types and sizes or municipal works;
- Class 5 Nunavut Driver's License (or equivalent);
- Basic knowledge of building systems and their interactions;
- General knowledge of building codes, regulations and standards.

Skills & Abilities:

- The ability to work independently
- The ability to understand and interpret building drawings and specifications
- The ability to interpret electronic versions of drawings
- The ability to research, analyse and recommend products and systems
- The ability to use and work with a metric system
- The ability to keep records
- Computer skills, such as Word, Excel and Outlook and building control systems

These skills are normally acquired through (THIS IS THE SECTION SPECIFIC TO THE TRADE REQUIRED):

- Certification as a Carpenter, Electrician, Plumber/Gasfitter, Oil Heat Technician, Third, Fourth or Fifth Class Stationary Engineer
- 2 years related work experience in the trade
- Equivalencies consisting of an acceptable combination of education and experience may be considered

The Position has regular Contacts and Communications with:

- The Facility Management Office: to exchange information and receive general direction.
- Clients: To receive and respond to general requests for information and work.
- Community & Government Services colleagues: To exchange information and advice and to collaborate on projects.

The position requires good oral and written communication skills to convey or solicit information with respect to the work that must be delivered to a variety of audiences that have different information needs and varying levels of technical familiarity. The position requires excellent interpersonal skills to interact with clients, manage conflicts, negotiate solutions, resolve disputes and promote sound decision-making. The position must be comfortable working on/in teams, either as the team leader or a participant.

The following knowledge, skills and experience are considered an asset:

- Fluency in Inuktitut;
- Knowledge with respect to Computerized Maintenance Management Systems;
- Experience in cold climate construction;
- Experience in a cross cultural environment.

The position is deemed highly sensitive. The duties of this position require access GN offices, buildings, medical facilities and schools that involve periodic interaction with children and youth. Submission of a satisfactory vulnerable sector check is a requirement of this position.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- A good deal of time spent crouching, kneeling, crawling, standing on ladders and platforms and working with items overhead which can cause neck, back, and other bodily strain. Ample opportunity is provided and the incumbent is encouraged to break from strenuous activities to mitigate the risk of bodily injury.
- Carrying equipment and performing tests and repairs that require a level of physical strength.
- Reasonable agility to access crawl spaces, maintenance corridors and mezzanines and roof tops.
- Travel by foot in harsh climatic conditions, such as deep snow, icy roads and wet muddy areas are a normal occurrence. This combined with cold and high winds may make a short walk very dangerous.
- Duties require that sites under construction be visited and hazards inherent in such sites must be recognized along with the proper procedures followed for safe site visits.
- Travel is almost entirely by air and sometimes on small aircraft's in adverse flying conditions and for extended periods of time.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- The incumbent must work in varying climatic conditions. Extreme cold and wind conditions must be taken in consideration and may require several layers of clothing, which may make movement difficult, inhibiting the use of some tools and requiring that extra precautions be

taken to prevent frostbite.

- Toxic fumes, hazardous chemicals, hazardous materials are encountered and must be managed accordingly.
- Loud noises, heavy equipment and other hazards are frequently encountered.
- Insects, dogs and other dangerous animals maybe encountered.
- Unfavorable working conditions for extended periods in environments that may be excessively hot or cold, loud, dark, poorly ventilated, noxious, malodorous, confined and requiring the use of personal protective equipment may be required.
- The incumbent must work at heights on ladders, platforms, roofs and other areas requiring the use of fall arrest equipment.
- Frequent winter storms and summer fog delays many airlines schedules, which may strand a traveler for extended periods.
- In many hotels the dietary choices are limited and the of choice of meals is not available

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Loud noises on sites may make hearing difficult, requiring the use of protective equipment, hindering clear communication. The incumbent must ensure clear communication at all times to guarantee personal safety and the safety of others.
- The incumbent must be aware of the potential presence of particulates and gases, some of which are invisible and odourless, their characteristics and the preventive measures that must be taken to ensure personal safety and the safety of others.
- The incumbent must be able to quickly judge an environment and determine the level of precaution and the associated safety measures that must be taken before commencing work.
- Excellent perception inclusive of the ability to judge, space and distance, along with coordination, balance and agility is required to carry out duties and ensure personal safety and the safety of others.
- The ability to identify facility and system problems for resolution through systematic observation using all of the senses is essential.
- The ability to read the expressions, body language and tone of others while interacting through the course of work is essential to client relations. The ability to use persuasion and tact while presenting a professional approach is required.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- There is mental emotional stress associated with meeting difficult schedules that are imposed by others and established by conditions that are beyond personal control such as, changing political direction, extreme weather conditions, work remoteness and limited shipping schedules.
- The incumbent must manage a program and set priorities in which operational costs generally exceed available budgets, resulting in a need to manage client expectations.
- The incumbent is one of only a few technically trained people in the community, with extensive access and control to GN assets and must endure and resist pressures from the community to respond to issues outside of the program mandate.
- The incumbent must exercise discretion in responding to requests for service and/or materials.
- The incumbent works for extended periods during regular hours and on-call after hours for extended periods without relief or back-up.
- The incumbent works in a community separate from supervisory and support staff which may result in a feeling of isolation.
- The incumbent has only apparent authority in many matters and must receive approvals prior to proceeding with work. This can cause stress when dealing with demanding clients directly.
- The incumbent is required to work with casual staff with varying degrees of knowledge, skill and ability which may lead to feelings of frustration which must be appropriately managed.
- The incumbent must be a first responder to issues that may be beyond local resource capacity to deal with, such as building flood, fire or wind damage
- Mechanical, Fire and Intrusion Alarms as well as other service calls at any time after hours require response and resolution.
- The incumbent must deal with contractors, consultants, and the public in a regulatory and enforcement manner, where at times confrontational situations may develop resulting in high levels of stress.
- There is the possibility of long periods away from home due to weather and flight availability.
- Accommodation in the communities is simple, sometime lacking in the usual “hotel type” amenities and privacy and sometimes requires sharing rooms with others.
- On-Call and Stand-by work can result in periods of sleep deprivation which can have physical and mental effects.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

APPENDIX

Position #	Community	Supervisor Title	Supervisor #	Financial Coding:
14-14345	Baker Lake	Facility Maintainer Supervisor	14-10787	14715-01-3-305-1406000-01
14-14344	Arviat	Facility Maintainer Supervisor	14-03110	14715-01-3-305-1406000-01
14-02706	Chesterfield Inlet	Facility Manager	14-03414	14715-01-3-310-1406000-01
14-13869	Pangnirtung	Facility Maintenance Supervisor	14-13868	14715-01-2-250-1406000-01
14-13870	Cape Dorset	Facility Maintenance Supervisor	14-13871	14715-01-2-210-1406000-01
14-13866	Kimmirut	Maintenance Coordinator (South)	14-03370	14715-01-2-240-1406000-01
14-13867	Taloyoak	Facility Management Coordinator	14-00619	14715-01-4-430-1406000-01
14-NEW	Taloyoak	Facility Management Coordinator	14-00619	14715-01-4-430-1406000-01
14-NEW	Pond Inlet	Facility Maintenance Supervisor	14-NEW	14715-01-2-255-1406000-01
14-NEW	Clyde River	Maintenance Coordinator (North)	14-03371	14715-01-2-215-1406000-01
14-NEW	Grise Fiord	Maintenance Coordinator (North)	14-03371	14715-01-2-220-1406000-01
14-NEW	Hall Beach	Maintenance Coordinator (South)	14-03370	14715-01-2-225-1406000-01
14-NEW	Igloolik	Maintenance Coordinator (South)	14-03370	14715-01-2-230-1406000-01
14-NEW	Igloolik	Maintenance Coordinator (South)	14-03370	14715-01-2-230-1406000-01
14-NEW	Kimmirut	Maintenance Coordinator (South)	14-03370	14715-01-2-240-1406000-01
14-NEW	Qikiqtarjuaq	Maintenance Coordinator (South)	14-03370	14715-01-2-205-1406000-01
14-NEW	Resolute Bay	Maintenance Coordinator (North)	14-03371	14715-01-2-260-1406000-01
14-NEW	Sanikiluaq	Maintenance Coordinator (South)	14-03370	14715-01-2-265-1406000-01
14-NEW	Arviat	Settlement Maintenance Supervisor	14-03110	14715-01-3-300-1406000-01
14-NEW	Baker Lake	Settlement Maintenance Supervisor	14-10787	14715-01-3-305-1406000-01
14-NEW	Chesterfield Inlet	Maintenance Coordinator (South)	14-03414	14715-01-3-310-1406000-01
14-NEW	Coral Harbour	Maintenance Coordinator (South)	14-03414	14715-01-3-315-1406000-01
14-NEW	Naujaat	Maintenance Coordinator (South)	14-03414	14715-01-3-325-1406000-01
14-NEW	Whale Cove	Maintenance Coordinator (South)	14-03414	14715-01-3-330-1406000-01
14-NEW	Cambridge Bay	Facility Maintainer Supervisor	14-12624	14715-01-4-410-1406000-01
14-NEW	Kugaaruk	Regional Facilities Manager	14-03497	14715-01-4-425-1406000-01