

**FACILITY MAINTENANCE TECHNICIAN**

---

**REPORTS TO:** Facility Maintenance Coordinator

**DATE:** February, 2022

**APPROVED BY:** Manager, Facility Services

**EXEMPT (Y/N):** No

**DIVISION:** Facility Services

**SALARY LEVEL:** Grid 1, Band 8 (TBC)

**DEPARTMENT:** Community Services

**Replaces:** *Facility Services Technician*

**Date:** *Dec 2021*

---

**SUMMARY:** Under the supervision of the Facility Maintenance Coordinator, performs maintenance and repairs on SCRD facilities, including buildings and installations.

**KEY RESPONSIBILITIES** *include:*

1. To perform routine maintenance on SCRD buildings and facilities as designated by the Facility Maintenance Coordinator.
2. To complete capital projects and ongoing repairs on buildings, fixtures and facilities to meet customer requirements.
3. To maintain records related to completion of work and submit workload data to the Facility Maintenance Coordinator.
4. To complete repairs or maintenance required for workplace safety or recommend action to be taken.
5. To comply with, and promote, safe work practices and procedures in order to support a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include:*

1. Consults with facilities users to understand facility problems and recommend solutions to improve workplace efficiency, safety or comfort.
2. Prepares basic design sketches, cost estimates and performs repairs, restoration and improvements in response to work order requests.
3. Adjusts and/or completes minor repairs to heating, cooling, ventilating, plumbing and electrical systems.
4. Maintains all appropriate records relating to completed/pending work orders, labour and materials costs, and project completion.
5. Participates in the preparation of the department's annual report by providing statistics on completion of projects.
6. Maintains parking and walkway areas free of snow and ice.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- Completion of Grade Twelve (or equivalent).
- Ice Facility Operator Certificate or 5<sup>th</sup> Class Refrigeration Certification.
- Pool Operator Level 1 and Pool Operator Level 2.
- Completion of post-secondary education in building or facility maintenance preferred.

- Minimum of three (3) years' related experience in general building and property maintenance, specifically in conducting routine plumbing, electrical, carpentry, repairs and improvements and grounds work.
- Valid Class 5 BC Driver's Licence

#### OTHER SKILLS/KNOWLEDGE/INFORMATION

- Ability to prioritize workload and maintain a variety of projects
- Ability to operate and routinely maintain power tools and equipment essential to the required duties and tasks.
- Knowledge of the Workers' Compensation Act and Regulation, specifically the safety procedures required for operation of equipment essential to the position and work area requirements.
- May be scheduled and required to work as a Facility Services Operator.