

JOB DESCRIPTION – MAINTENANCE TECHNICIAN

Schedule of Services

1. The Services shall consist of the following:
 1. The maintenance and efficient operation of the heating, ventilation and other air handling equipment systems, throughout the facilities, including air conditioners.
 2. The maintenance of structural, mechanical, and electrical systems, components and aspects of the facilities including the facilities' buildings, grounds, furnishings and equipment.
 3. The maintenance of the hot water supply at correct temperature for the various required demands such as domestic use, laundry and dishwashing.
 4. The maintenance and efficient operation of the emergency power plant, if applicable, and all emergency systems, including smoke detectors, power plant, emergency lighting, exit lights, power panels and fire suppression equipment.
 5. Maintain an adequate supply of maintenance materials through monthly inventory and timely ordering of supplies.
 6. Maintain a requisitions system and respond to each request according to the terms of this Agreement. All routine requests for service must come through the Lodge Manager. The Employee shall not respond to Resident requests without a written request.
 7. The removal of oversize refuse to a commercial container. The Employee shall take any recyclable materials to a recycle depot on a weekly basis. The Employee is responsible for the delivery of any refuse and garbage to the local landfill.
 8. Maintain a close liaison with the Lodge Managers and any identified Senior Management.
 9. Ensure that all required reports and records required by the Foundation are completed and maintained in the facility. In particular, the rotating schedule for preventative maintenance and the daily log.
 10. Notification to Lodge and/or Senior Management of any modifications or major repairs necessary to the facilities.
 11. The Employee shall perform any other duties that may arise from time to time, that relate to the maintenance services of the facility.

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Interior Maintenance

12. The Employee shall develop and maintain a regular inspection schedule to ensure that control systems are in working order. All fans and ventilation systems are to be in full operation and an even temperature maintained at all times.
13. All fresh air intakes, filters, regulators and exhaust outlets must be kept clean and free from dust, snow and other foreign matters.
14. Air filters in the ventilation system are to be removed and cleaned once a week or at a more frequent interval if necessary.
15. The failure of any part of the heating plant must be repaired immediately. When gas controls fail to function, burners are to be operated on manual control until the arrival of service personnel.
16. During inclement weather, the temperature of the facilities should be maintained between 22 and 28 degrees Celsius.
17. Heating equipment shall be kept clean at all times. Fan and pump bearings must be oiled and greased at regular intervals. Electric motors must be oiled and wiped down when necessary.
18. The water temperature in the hot water storage tank shall not exceed 50 degrees Celsius. The temperature regulator shall be adjusted accordingly.
19. Fan rooms and boiler rooms shall not be used for storage.
20. If furnishings are to be stored, the Employee must ensure that they are cleaned and covered before placing in storage. The Employee shall keep a running inventory of any furnishings stored.
21. The Employee is to maintain clean work areas including storage rooms, boiler rooms, etc.
22. The Employee shall maintain a daily log book.
23. All resident rooms, when vacated, will be completely inspected by the Maintenance Technician for any repairs which may be required and such work will be completed by the Maintenance Technician to the satisfaction of the Foundation. Entire suite painting and flooring replacements will be contracted to qualified tradespeople.
24. The Employee shall develop and maintain a regular inspection schedule in regard to washroom facilities.

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25. Any leaking faucets and/or toilet valves will be repaired as soon as possible.
26. Develop and maintain a regular inspection schedule of resident's rooms.
27. Repair furniture, equipment, windows, etc. as reported or noted during inspections.
28. Inspect quarterly the structural soundness of furniture in the resident's rooms.
29. The inspection and repair of electrical cords are to be part of regular inspections.
30. Small equipment are to be placed on a rotating maintenance and repair schedule.
31. All extension cords will be checked frequently for proper use and function.
32. Electrical tools and mechanical equipment shall be stored in a secure area and are to be placed on a rotating maintenance and repair schedule, or as required.
33. The Employee shall inspect all exit lights, and repair same immediately, if required.
34. The Employee shall inspect emergency light systems on a daily basis.
35. The Employee shall inspect hallway lights on a weekly basis.

Exterior Maintenance

36. Lawns, bushes, trees, and other outside areas will be maintained through a rotating schedule developed in conjunction with Management. All walkways will be cleared of snow, ice and debris daily. Weekend snow removal may be contracted out as required. The maintenance of flower beds and gardens (weeding) is to be coordinated by the Maintenance Supervisor.
37. Exterior building condition will be inspected weekly. Minor repairs will be completed immediately. A rotating schedule for preventative maintenance will be developed for major maintenance items such as painting, window caulking, roofing, etc. with Management.
38. The Employee will be responsible for arranging the removal of snow and ice from the parking lots.
39. Signage for the facilities will be maintained in prime condition at all times.
40. A rotating maintenance schedule for lawn furniture will be developed. Personal lawn furniture is the responsibility of the resident.
41. Outdoor electrical equipment will be maintained on a rotating schedule basis.