



## JOB DESCRIPTION

<b>Job Title:</b> Maintenance Person	<b>Department:</b> Social Services	<b>Division:</b> Renfrew County Housing Corporation	<b>Reports to:</b> Operations Coordinator
<b>Revision Date:</b> August 2009	<b>Salary Grid:</b> CUPE 4425	<b>Location:</b> Arnprior, Renfrew, Pembroke and Area	

<b>Approval:</b>	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____
		_____
		_____

### Position Summary:

Responsible for effecting general repairs throughout the portfolio. This position requires performing established maintenance procedures, material control functions, emergency repairs, scheduling and performing preventative maintenance.

### Qualifications:

- Successful completion of grade 12
- A minimum of six (6) months related experience.
- Judgement and problem solving.
- Strong interpersonal skills combined with good written and verbal skills together with a proven ability to affect a broad range of maintenance repairs is required in this position.
- Physically capable of performing all assigned duties.
- A valid drivers licence is required.

### Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and the Renfrew Housing Corporation.
2. Performs grounds keeping & landscaping duties.
3. Repairs to building envelope.



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4. Performs general building component repairs/replacement.
5. Performs plumbing repairs.
6. Performs mechanical repairs.
7. Performs electrical repairs.
8. Carry out planned maintenance duties.
9. Performs other related duties.
10. Protects own health and health of others by adopting safe work practices, reports unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario occupational Health and Safety Act.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**



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### LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.

- 1.
- 2.
- 3.
- 4.
- 5.