

# Maintenance Officer

Rural Municipality of North Shore



## Position Overview

The incumbent is responsible for the maintenance of all facilities owned and/or operated by the Rural Municipality of North Shore, including buildings and grounds, to ensure that residents receive safe, effective, and appropriate services while using community assets. The incumbent will report to, and receive directions and prioritized lists of tasks from, the Chief Administrative Officer (CAO).

Someone who is a Jack or Jill of all trades, would be the perfect candidate for this position.

## DUTIES

### Essential Job Functions

- Maintain all community buildings, facilities, and works to ensure they are accessible and are maintained in a safe and effective manner.
- Perform minor repairs as able (ex. leaking toilet, broken wooden steps, fallen ceiling tiles, clogged gutters)
- For major repairs/maintenance:
  - Make a basic assessment of the issue, and which professionals are needed to complete the work.
  - Coordinate with other skilled tradespersons
  - Collect information, photograph issues, make suggestions to the CAO, or similar.
- Provide on-call service for emergency maintenance matters including alarm system calls.
- Move furniture for community events (setup tables, move chairs, install cords).
- Maintain all parks equipment of the Community (ex. grease chains of swings, ensure sufficient gravel in locations, report any damage to structures).
- Regular access to a vehicle and valid driver's license to travel between work locations and transport materials.
- Provide backup coverage for outdoor maintenance staff as needed (operating a lawn mower, repair sports fields sod, trim weeds/grass, waste management in parks, snow removal, rink maintenance)
- Other related duties, as may be assigned by the CAO, which depend upon workload, skill level of staff members, and staff availability.

### Asset job functions

- Supply of own tools to use for most tasks (a tool allowance can be negotiated).
- Ability to perform more complicated carpentry or plumbing work/repairs.
- Computer maintenance skills.
- Access to a truck to transport larger items.

## COMPETENCIES

### Essential Skills, Abilities, or Knowledge

- Knowledge of safe operation of basic hand and power tools.
- Knowledge of workplace safety, and safe lifting and handling procedures.
- Ability to work with minimal supervision.
- Ability to lift heavy items.
- Ability to enter information in basic forms (ex. mileage reports) and follow written instructions (ex. checklist of tasks to complete).
- Clear Criminal Record checks.

### Asset Skills, Abilities, or Knowledge

- Knowledge of local community strengths and challenges.
- Experience working in a municipal maintenance environment.
- Positive, courteous, and respectful manner when dealing with the public.
- Licensed in a skilled trade.
- Ability to complete more detailed reports and information sharing (ex. sharing photos to a cloud-based file sharing service, updating spreadsheet of maintenance tasks to complete).

### **Working Location and Conditions of employment**

- The main base of work will be the North Shore Community Centre, with less work at locations in Stanhope and Grand Tracadie, or occasionally elsewhere within the municipality.
- Mileage for requested travel between locations will be compensated, based on our mileage policy and upon completion of a basic mileage form.
- We require predictability in the scheduling of hours. Hours can change from time to time, and we offer flexibility in scheduling, but in a given week we need to know which dates and times to expect work will be completed.
- The incumbent may be required to work in outdoor environments, with weather conditions that can include extreme heat and cold.

### **Work hours**

- Hours of work will require some presence during regular business hours, and some evening and/or weekend work to complete tasks that would disrupt normal operations, or to prepare for special events. A schedule of approximately 1pm to 9pm could accomplish these goals, but other proposals for hours of work will be considered and negotiated prior to start.
- 20 to 40 hours per week, to be negotiated.
- There will be some seasonal variability in hours, but this will be a year-round position.

### **Pay**

\$18-26 depending on qualifications, experience, hours available, and tools available.

### **APPLICATION PROCESS**

Application requirements: A cover letter and resumé sent by email to [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca) (preferred method) or delivered to 2120 Rte 25, West Covehead.

Application deadline: 11pm on Monday November 27, 2023.

We thank all applicants for their interest, however only those selected for an interview will be contacted.