

POLICY TITLE – MAINTENANCE STAFF JOB DESCRIPTION
POLICY SECTION - MANAGEMENT
POLICY NUMBER - 03
DATE OF ORIGIN – SEPTEMBER 2010
REVIEW/REVISION DATE: MARCH 2014
BOARD APPROVED: 12/10, MARCH 12TH, 2014

JOB TITLE – Maintenance Support Staff

HOURS OF WORK – Part time & after hour on call for emergencies.

REPORTING RELIIONSHIP – HMCI Manager

PREFERRED QUALIFICATIONS – 3 to 5 years’ experience in general maintenance with demonstrated knowledge in plumbing, electrical, water & waste management, power tools and county codes and regulations. Possession of a trade certificate considered an asset. Current driver’s license is required.

POSITION DESCRIPTION – This position requires an individual who has good organizational skills in performing daily duties and an ability to calmly manage emergency infrastructure situations with the assistance of others as required.

DUTIES & RESPONSIBILITIES

- Conducts regular inspections of all lift/pump stations, in situ valves, lights and alarms and maintains odor control of these sites.
- Maintains current documents/maps of water lines (ground/clean) locations
- Maintains Laundry Room equipment inclusive of lint filters and water lines
- Secures all locked sites on a daily basis at their designated time
- Insures all transient sites are clean and well maintained for incoming renters
- Provides general upkeep and tidying of common ground areas and the recreation hall
- Maintains all restrooms, office areas and screen room in good working order
- Organizes trash for pick up in common ground areas and the recreation hall
- Supervises the use and organization of the maintenance shed compound
- Secures and stores the HMCI work vehicles on a daily basis in the compound or on a designated, vacant HMCI owned site.
- Performs regular checks of the pool heater, hot tub and maintains cleanliness of the pool deck and lounge furniture
- Identifies for the Manager, major infrastructure issues requiring outside expertise
- Maintains an inventory list of CO-OP owned equipment and the maintenance schedule for each item
- Cleans windows, power washes and paints infrastructure sites within the CO-OP

- Checks and maintains setting of the CO-OP's general outdoor and security lighting and its sensors
- Checks the office for submitted service requests on a daily basis
- Reports observed resident infractions to the Manager
- Serves a consultant to the Beautification and Construction Committees as needed
- Any other maintenance duties assigned by the CO-OP Manager
- Complies with all HMCI rules regulations, and Board approved policies
- Participates in his/her annual performance review and goal setting