



**Canadian Mental
Health Association**
Shuswap-Revelstoke
Mental health for all

Job Description

Job Title –Building Maintenance Worker (casual on call)

Areas of responsibility – CMHA and SILA Properties

Work area – CMHA and SILA Properties

Reports to – Housing and Operations Manager, Executive Director

Bargaining Unit – HEU, Community Sub-sector

Classification – Grid 5, Benchmark 80400

Job Summary

Performs maintenance and repairs related to buildings, grounds and equipment in one or more areas such as carpentry electrical, plumbing, painting and grounds keeping.

Typical Duties and Responsibilities

- Carries out preventative maintenance procedures and schedules for buildings, equipment and grounds, Ensures building and equipment meet all safety, security and fire regulations and policies.
- Performs carpentry ,electrical, painting, mechanical and plumbing maintenance and repairs such as constructing shelves, installing switched, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum.
- Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Cleans internal common areas such as hallways, stairwells and laundry areas using manual and power equipment. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Collects and removes garbage and recyclable materials and ensures safe disposal of hazardous waste
- Transports equipment, furniture, and supplies manually and or using aides such as dollies and carts. Operates a motor vehicle to pick up and moves goods and supplies. Arranges furniture for special events.



**Canadian Mental
Health Association**
Shuswap-Revelstoke
Mental health for all

- Performs other related duties as assigned.

Qualifications

- Grade 12
- Valid Class V BC Driver's License
- Certificate in CPR
- Recent related experience of two years or more
- Combination of education and experience determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Must be able to establish and maintain a positive rapport with tenants and team members
- Ability to operate related equipment
- Ability to physically maintain properties
- Ability to communicate effectively, both verbally and in writing
- Ability to organize and prioritize
- Ability to analyze and resolve problems
- Conflict resolution and crisis intervention skills
- Must be agreeable to being On- call
- Must be agreeable to a flexible work schedule
- Must be proficient in computer technology
- May have to use personal vehicle
- Must be self-directed to plan work activities and set goals for the program
- Evidence of appropriate grooming and manner of conduct
- Good physical and mental health