

Class No.:	Staff
Original Date:	April 1997 Nov. 2013
Revision Date:	Minor amendments: Oct. 2014 June 2017 Jan 2021 Dec 2024
Pay Group:	16

CLASS SPECIFICATION

MAINTENANCE WORKER II

NATURE AND SCOPE OF WORK

This is semi-skilled work of considerable variety. An incumbent in this position is primarily responsible for the inspection, care and maintenance of the physical plant, equipment, tools and grounds. Duties of the position include routine repair and preventive maintenance, transportation and set-up, and grounds maintenance. The work is distinguished from a Facilities Worker due to the level of complexity and variety of tasks performed. This position receives direction from the Facilities Supervisors and reports to the Manager, Facilities Operations.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Performs a variety of repair and maintenance tasks at a non-trades level on buildings, equipment and automobiles, including: minor plumbing repairs; building, repairing or installing partitions, shelving, cabinets, blackboards, windows and outdoor steps and paths; repairing desks, tables and chairs; rekeying lock sets; pressure washing; drywall repairs and patching and painting building surfaces and fixtures.
- Inspects buildings, equipment and grounds to insure are in good condition and in conformance with WorkSafeBC regulations; reports on areas requiring repair or adjustment.
- Monitors grounds and building maintenance, including: checking roofs and grounds for debris and clogged drainage; picking up litter; sweeping grounds; and emptying garbage containers.
- Moves, transports and sets-up furniture, equipment and special displays, driving a University vehicle.
- Performs a variety of tasks related to University safety including: activating/deactivating alarm systems; checking locks, doors and windows for break-ins or damage; identifying actual or potential security breaches, vandalism, fires or fire hazards.

- Disconnects and reconnects desktop computers during office furniture moves within the same office at the same physical location as per IT/Facilities established protocols.
- Responds to inquiries from the general public and ensures safety procedures are followed.
- Utilizes work order software to process and track maintenance requests
- Responds to emergency work orders and assists tradespeople.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of the variety of building maintenance trades as they relate to a public facility.
- Working knowledge, ability and skills in at least two of the several trades involved in building and ground maintenance.
- Working knowledge of the materials, methods and equipment used in building and maintenance trades work.
- Working knowledge of occupational hazards and precautionary measures related to the building and general maintenance trades.
- Working knowledge of health, safety and security standards for public buildings.
- Working knowledge of the basics of computers and software applications, and the ability to upgrade if required.
- Proven ability to troubleshoot and resolve related issues in conjunction with the assigned level of skill, ability and education.
- Strong communication and interpersonal skills are required to maintain top quality customer services standards.
- Ability to establish and maintain effective working relationships with other employees, students and members of the general public.
- Ability to understand and carry out oral and written instructions.
- Ability to provide a variety of factual information pertaining to the subject matter, to the general public with courtesy and dispatch.
- Ability to perform the duties and requirements of the position in sometimes adverse weather conditions.
- Ability to use sound judgement with proven troubleshooting and organizational skills and abilities.
- Ability to work without direct supervision.
- Ability to detect and handle unusual emergency situations.

- Ability to stand/walk for up to seven hours per day; ability to safely lift, push and move items within WorkSafeBC guidelines.
- Skill in the use of a variety of hand and power tools.

REQUIRED TRAINING & EXPERIENCE

- Completion of Grade 12 supplemented by courses and/or training in one of the related trades.
- Two years of recent and relevant work experience in one or more of the related trades and/or building maintenance work.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- A valid B.C. Class 5 Driver's Licence.
- Building maintenance related training and/or certification such as a BOMA or IFMA designation or an equivalent combination of experience and training.
- 4th Class Power Engineer Certification