

JOB DESCRIPTION-MAINTENANCE PERSON (DRAFT)

Qualifications. Jubilee Place Apartments is a 34 Unit facility located in Trail B.C. for low income seniors with priority given to those 65 years and over. The Maintenance person must have respect and an understanding of the elderly, good communication skills, and show good problem solving skills. Previous experience in building maintenance (carpentry, electrical and plumbing) would be an asset and a willingness to work as a team member with the Building Manager, Cleaning service, and Yard personnel is a must.

As a contractor, the Maintenance Person must have WorkSafe BC insurance: pay premiums and work under a registered business.

Duties include but are not limited to:

Liaises- with the Building Manager regarding resident requests and issues and prioritizes list of jobs required for the week. Informs the Building Manager of any serious issues or concerns.

Schedules and Conducts Routine and Emergency Maintenance of Jubilee Place and its Grounds-this includes:

--**basic plumbing** (toilet is working order, faucet washers replaced as necessary and unplugging sinks, tubs and toilets).

--changes out toilets/sinks as necessary

--minor gyprock repairs

--maintenance on mechanical systems

--maintains washers and dryers

--schedules and arranges for regular maintenance for security and electrical (changes light switches if necessary)

--changes light bulbs inside of the building and tenants apartments as well as entrance ways

Maintains a Log-of all services, maintenance, and inspections carried out at Jubilee Place

Protective Covering—will set covering up in the elevator during resident occupancy and termination.

Annual Conditions Report—will prepare a report to assist the Board of Directors in prioritizing long-term maintenance needs.

Entrance/Parking Lot—will hose down and do necessary clean-up when necessary.

Arranges for the delivery of new supplies that may be required (toilets, sinks, taps) of if willing to pick up supplies will include time charged plus \$0.40 per km for use of vehicle.