

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Maintenance Lead Hand – Matawa Education and Care Centre

PURPOSE OF THE POSITION

Reporting to the Education Manager, the Principal and the Facilities Manager, the Maintenance Lead Hand helps with the day-to-day operations of the Matawa Education and Care Centre (MECC). They will support the maintenance of the building and overall grounds, and are required to support a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the Maintenance Lead Hand will help provide support to classroom teachers in set up and maintenance of furniture and equipment. The position also serves as a role model for students by displaying a professional, courteous, and helpful nature.

SCOPE

As a member of the Matawa Education team, the Maintenance Lead Hand will assist with ensuring the safety of the school's facilities, the grounds, as well as contract services and maintenance. The position helps to ensure the successful operation and function of the MECC's building and grounds. The Maintenance Lead Hand will support the Facilities Manager by assisting with the upkeep of all systems for plumbing, electrical, mechanical and building equipment, HVAC (heating ventilation air conditioning), security, telecommunications, sound, lighting, and fire safety. The position will also require the completion of minor carpentry, painting, lock maintenance and masonry work to maintain the interior and exterior of the school facility.

RESPONSIBILITIES

1. General Duties

Main Activities

- Maintain all equipment and tools in a safe and good condition, while keeping an inventory of all tools, materials and equipment;
- Liaise with external suppliers and services where necessary;
- Perform general building repairs and maintenance to a variety of complex building systems;
- Follow a maintenance schedule and record daily maintenance activities and work records;
- Maintain the school grounds to a high standard, ensuring grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules;
- Set priorities for preventative maintenance work orders, maintenance requisitions and scheduled work;

- Maintain and repair a variety of mechanical and building equipment, including lighting, plumbing, locking hardware, building automation, cooling, heating, ventilation, refrigeration, pneumatic controls, filtration equipment, HVAC systems, gas powered maintenance equipment, emergency generator and life safety systems;
- Coordinate desk, furniture and equipment assembly and allocations;
- Assist with internal/inter-office moves (coordinate movers, relocation deficiencies);
- Monitor and record preventative maintenance inspections for the buildings operating systems;
- Maintain records of all regular checks undertaken;
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies and maintain a detailed plan showing the location of these;
- Regularly inspect all drains and gullies for blockages, remedying as necessary;
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees;
- Assist with renovations as directed by the Facilities Manager;
- Other duties as assigned or needed such as painting, flooring, cleaning, lock and key maintenance, coordinating material delivery and grounds maintenance.

2. Fire and Security

Main Activities

- Ensure the building is locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems;
- As a secondary keyholder, be prepared to attend the facility out of normal working hours for building related emergencies or as required;
- Assist to ensure internal security procedures are adhered to reporting any issues to the Facilities Manager;
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff;
- Assist with testing fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks and liaise with the fire and security contractors to arrange for servicing and repairs;
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations;
- Advise the Facilities Manager so they can initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board;

3. Health and Safety

Main Activities

- Assist with ensuring the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records;
- Ensure all work is performed in accordance with the Occupational Health and Safety Act;
- Participate in the continuing development of transparent health and safety systems and procedures;
- Support health and safety training initiatives and deliver components where appropriate;
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary;

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge and practical skills for completion of carpentry, plumbing, electrical, masonry, painting, and electronics;
- Ability to read and interpret complex instruction manuals for HVAC, telecommunications, security, fire safety, sound, lighting, and audio-visual;
- Interest in researching appropriate new applications or upgrades;
- Demonstrated initiative in meeting the needs of students inside the school environment;
- Knowledge of First Nation education;
- Knowledge of First Nation cultures and life styles;
- Knowledge of legislation, regulations, policies and procedures for program development and implementation;
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs;
- Knowledge of office administration and procedures.

Skills

The incumbent must have proficient skills in the following areas:

- Strong communication skills, including successful verbal and written communications with staff, members, contractors and vendors;
- Maturity and flexibility in working with a diverse membership with competing priorities;
- Team building skills;
- Analyzing and problem solving skills;
- Excellent decision making skills;
- Effective negotiation and mediation skills;
- Excellent stress and time management skills;
- Excellent written, verbal, interpersonal, presentation, and analytical skills;
- A valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Maintenance Lead Hand.

The incumbent must also demonstrate the following personal attributes

- Excellent interpersonal and communication skills;
- An ability to take direction and follow through with instructions with minimal supervision
- An ability to adjust to changes;
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics.

Education/Training/Certification

- University or College graduate in an Engineering field, preferably Mechanical or Electrical;
- Qualifications in a technical/facilities field or relevant trade courses;
- Proven experience managing a small team;
- Background and experience with Indigenous culture and practices is preferable.

WORKING CONDITIONS

Physical Demands

The Maintenance Lead Hand may have to travel throughout the community and/or to Matawa communities in all weather. The Maintenance Lead Hand will need to be comfortable working at heights and on a ladder. Physical and visual effort will be required when working on a variety of maintenance equipment in confined spaces. They will have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Maintenance Lead Hand will be constantly standing, walking, stooping, and bending while performing maintenance related tasks. While working, the Maintenance Lead Hand may be exposed to steam/heat, grease, oil, fumes/odours and loud machinery. Physical effort is required when working on maintenance tasks from ladders, scaffold or at various heights.

Environmental Conditions

The Matawa Education and Care Centre may be a busy facility with many different mechanical aspects and operating systems. The Maintenance Lead Hand may have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The Maintenance Lead Hand may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

The MECC may be noisy and busy making it difficult for the Maintenance Lead Hand to concentrate. The use of hearing protection will be required in certain area of the MECC and during certain tasks. Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches.

Mental Demands

The Maintenance Lead Hand may have to manage a number of requests at one time. They must be aware of Education Department business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor's Title</p> <hr/> <p>Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Executive Director's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.