

December 18, 1997

PROPERTY MAINTENANCE ASSISTANT

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NATURE AND SCOPE

Under the direction of the Property Supervisor, the Property Maintenance Assistant will carry out a range of direct operational and maintenance services in support of the operation of the corporation's property portfolios. The work will involve a high level of involvement and communication with tenants, other staff, trades people and contractors. Co-operation and team work will be essential in achieving maintenance objectives and providing a high level of service to clients.

TYPICAL DUTIES

(The duties describe are intended to be representative of the position and are not to be considered as all inclusive.)

Carry out unit and property inspections as assigned and complete related reports required.

Carry out equipment inspections and servicing as assigned and attest to results in the prescribed reporting formats. Inspect and/or supervise the work of outside trades or contractors as assigned.

Carry out direct maintenance repairs on assigned projects and/or on specifically assigned maintenance projects within the portfolio. Work might include electrical, plumbing, carpentry, and other related general repair or preventative maintenance activities. Typical maintenance duties will include those itemized on Appendix A attached. Maintain personal tool inventory as outlined in Appendix B attached.

The Property Maintenance Assistant may provide assistance and support to caretaking staff to enable them to carry out minor maintenance aspects of their jobs.

Perform such other related duties as may be assigned.

KNOWLEDGE SKILLS AND ABILITIES

Ability to assess the quality of work being carried out by independent trades or contractors in order to be able to recommend acceptance of it.

Physical ability and knowledge required to carry out a wide range of maintenance and property repairs and ability to maintain required maintenance reports, written inspection reports, etc.

Ability to communicate effectively and positively with clients, other staff, independent trades and contractors.

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A good knowledge and understanding of residential building and construction techniques and practices.

A good knowledge of residential maintenance and renovation methods, materials and equipment.

A good knowledge of building codes and municipal requirements including safety and fire protection.

EDUCATION AND EXPERIENCE

Grade 12 and related courses or certifications in maintenance or property operations.

Formal training in building technology and maintenance, such as a journeyman certificate or diploma in building technology from a community college.

A minimum of 5 years experience in property/maintenance work.

Bondable and possesses a valid BC driver's license.

Small tools and hand tools etc. necessary to carry out general building maintenance work.