



IDENTIFICATION

Agency		Position Title	
Housing Northwest Territories		Housing Maintainer	
Position Number	Community	Division/Region	
93-17818	Inuvik	Infrastructure Services/ Beaufort Delta	

PURPOSE OF THE POSITION

The Housing Maintainer is responsible for inspecting, maintaining and repairing all Housing NWT owned and operated buildings, works and equipment in the region in accordance with Housing NWT (HNWT) and Government of Northwest Territories (GNWT) acts, regulations, policies and agency procedures to minimize breakdowns and to maximize the lifetime of facilities and other assets.

The Housing Maintainer is also responsible for providing technical and administrative support for the development of the delivery capability of assigned Local Housing Organizations in the areas of building construction, maintenance and renovation. They will work in collaboration with HNWT's technical and maintenance teams.

The Housing Maintainer performs preventative and on demand maintenance, repairs and modernization and improvements on existing structures and components of buildings including dwelling units, multi-residential units, small shops, and administrative buildings.

SCOPE

Located in Inuvik, the Housing Maintainer reports to the Manager, Maintenance Programs, located in Yellowknife. The incumbent takes general direction and assignments from the Manager but would be expected to work closely and collaborate with the Manager of Technical Services with the District Office of their Region.

This position, guided by policies and procedures in maintenance management and health and safety areas, is responsible for results and outcomes. The Housing Maintainer will be assigned preventative maintenance work through the generation of work orders issued out of the various communities within the region. Repair work is either identified through preventative

maintenance checks or through notification from the District Office or from any of the Local Housing Organizations' (LHO) within the region.

This position requires the incumbent to work in a computerized maintenance management environment and initiate, track, and update the status of work orders using a computer, on a daily basis. The incumbent will also contribute and support year-end inventory counts.

As the Housing Maintainer operates hand and power tools and testing equipment, the incumbent will be expected to use safety equipment such as goggles, masks, gloves, coveralls, safety boots, other special equipment as required.

The duties of the position have an impact on the Local Housing Organizations, District Offices, and more importantly individual housing tenants.

RESPONSIBILITIES

1. Maintain government owned and operated buildings and equipment to optimize the lifetime usefulness of the assets.

- Perform all duties according to Federal, Territorial and local building codes and bylaws.
- Maintain and repair individual oil-fired and biomass heating appliances not exceeding 400,000 BTU's.
- Conduct routine service checks of plumbing, heating and electrical systems as outlined in the Computerized Maintenance Management System (CMMS) manual to ensure systems and equipment are in good working order.
- Conduct regular inspections of buildings to identify, record in CMMS, and complete the required repairs before they become a major deficiency or present a hazard.
- Complete carpentry repairs to preserve the quality of buildings including decks, stairs, walls, floors, ceilings, doors, windows, vents and cabinets.
- Maintain and replace concrete products, thermal insulation and heating systems.
- Maintain gutters, downspouts, flashings, shakes, and roofing systems.
- Maintain and repair walls of residential buildings including sheet goods, roll wall coverings, and paint.
- Maintain and repair tiles, rolled flooring goods, carpet and underlay in residential buildings.
- Maintain small outdoor power equipment for residential building maintenance
- Maintain and repair residential building plumbing, heating and electrical systems and equipment to ensure systems and equipment are operating effectively and efficiently.
- Provide support to colleagues and regional tradesmen and contractors to aid in the repair and installation of electrical systems and in the completion of major carpentry repairs.
- Inspect and test fire alarm systems, and inspect, test, and service firefighting equipment to ensure the systems and equipment will work when needed.

- 2. Complete work orders and log books for all maintenance and repairs to buildings work and mobile equipment in order to identify historical costs and work completed on each asset.**
 - Identify supplies required to complete jobs and compile materials lists to ensure an adequate stock of materials is available to complete required repairs in a timely manner.
 - Create and complete work order reports in the CMMS (Computerize Maintenance Management System) for all work assignments by indicating materials used, work accomplished, and time required to complete the jobs.
 - Identify any major repairs or renovations required to government assets in order to maximize their usage.
 - Record facility status, preventative maintenance completed and repairs required in facility log book on a daily basis.
- 3. Perform administrative tasks to assist the district office in carrying out agency objectives.**
 - Order replacement supplies in consultation with supervisor.
 - Report on work performed by contractors to ensure satisfactory performance and compliance with terms of the contract.
 - Compile and maintain an inventory of all materials in the workshop to account for government owned stock and equipment.
- 4. Act as a liaison between the community and the District Office to ensure that sensitive issues involving the agency are brought to the attention of the supervisor.**
- 5. Maintain the agency's vehicles and mobile equipment to ensure safe and efficient operation of the assets.**
 - Perform routine service checks such as changing oil and lubricating moving parts to keep assets in operation.
 - Obtain monthly meter and/or mileage readings to monitor the wear and tear being placed on vehicles and equipment.
 - Report accidents, incidents and abuse of equipment to supervisor to ensure the necessary claims can be filed with the appropriate government department.

WORKING CONDITIONS

Physical Demands

Constantly required to lift heavy tools and equipment in the mechanical, electrical and carpentry trades, as well as work in awkward positions (4-6 hours per day). A considerable amount of time is spent walking to and at work sites to inspect all government owned buildings and works in the community (4-6 hours per day).

Environmental Conditions

Incumbent will frequently work with tools and equipment in the mechanical, electrical and carpentry trades.

Sensory Demands

Work involves hand/eye coordination to make repairs and replace parts, and intense listening and observational skills in the diagnosis of equipment problems. Touching will be required in making repairs that are obscured from vision.

Mental Demands

The incumbent will typically work in isolation, and will be expected to respond to call outs at all times of the day and night.

The Housing Maintainer will experience ongoing pressure from people in the community regarding repairs and unusual requests and complaints. The Housing Maintainer will be required to manage the high expectations from the community and housing tenants.

This position spends 60% of their time travelling to communities in various weather conditions in small aircraft and on ice roads.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of building and mechanical trades in order to maintain government assets.
- Knowledge of northern building construction in order to understand building structures and be able to maintain them.
- Ability to use and work in International System of Units (SI - the metric system) as many tools and parts are in metric.
- Skilled in operation and maintenance of equipment in order to work independently to maintain and repair a variety of assets.
- Knowledge of the following codes, legislations and other documents related to building trades and the ability to reference and interpret individual items from the code books, legislation or other documents including: National Building Code, Canadian Electrical Code, Canadian Plumbing Code, Northwest Territories Fire Code, Workers' Safety and Compensation Commission (WSCC) safe work practices, Maintenance Management System Manual and various Equipment Operating Manuals.
- Ability, knowledge and skills to work in a computer-based environment.
- Ability to use word-processing, spreadsheet and email programs (such as Microsoft Word, Excel and Outlook), as well as a variety of web-based software systems required to operate in the government environment.
- Ability to perform administrative tasks and the ability to use and/or learn to use a variety of software programs to assist the district office in carrying out agency objectives.
- Ability to work in a team environment and collaborate with others.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Journey Certified Housing Maintainer and one (1) year of related experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A class Five Driver's License is required.

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred