

The Corporation of The Town of Marathon
Position Description

Position Title: Facility Maintenance/Utility Worker

Reports To: Works & Operations Manager

Position Description: Assists Facility Maintenance Mechanic/Utility Worker with mechanical, HVAC, electrical maintenance, plumbing or general building maintenance and repair within or on any Employer-owned building or property. Assists Facility Maintenance Mechanic or external contractors on repairs required to maintain or construct within or on any Employer-owned building or property.

Responsibilities:

1. Performs mechanical, HVAC, electrical maintenance, plumbing and general building maintenance and repair within or on any Employer-owned building or property.
2. Provides routine preventative maintenance inspections to mechanical, electrical services and structural components of all Employer-owned buildings.
3. Performs minor plumbing repairs and basic carpentry at all Employer facilities.
4. Provides assistance and/or direction to subcontractors on a wide variety of trades work including interior finishing, electrical work, sign painting, insulating, repairs and general construction.
5. Work with Facility Maintenance Mechanic to maintain general housekeeping of the service shop or on-site work areas.
6. Inspects all Employer-owned buildings regularly to ensure all equipment is functioning properly and there are no maintenance problems. Performs and documents monthly inspections of fire extinguishers throughout all facilities.
7. Provides estimates and obtains and/or reviews quotes when requested by the Supervisor; ensures packing slips and other documents are associated with the appropriate project.
8. Works in a safe manner in accordance with the Occupational Health & Safety Act and Regulations.
9. Performs other duties as required from time to time.

Qualifications:

- Minimum Grade 12 education
- Valid standard first aid certificate
- Willing to work in inclement weather and in a team setting
- Able to read blueprints
- Valid Class "G" driver's license
- Provide a police record name check satisfactory to the Employer

Facility Maintenance/Utility Worker Signature: _____

Works and Operations Manager Signature: _____

Date: _____, 20____