



**Position Title:** Facilities Maintenance  
**Reports To:** Director of Operations  
**Department:** Facilities  
**Status:** Full-time (40 Hours per week)  
**Revision Date:** March 31, 2025

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### **JOB PURPOSE**

This unionized position is responsible for the overall maintenance and repair of municipal facilities, including buildings and grounds. This position ensures that all facilities are safe, clean and operational, providing high-quality services to the community and supporting municipal operations.

### **SPECIFIC ACCOUNTABILITIES**

- Provide maintenance for the municipal facilities and to carry out all maintenance related duties.
- Regularly perform preventive maintenance on HVAC, electrical, plumbing and other systems to ensure they operate efficiently and prevent unexpected malfunctions.
- Administer the maintenance program for the operation and refurbishment of recreational facilities, cemeteries, structures, and all other properties owned by the Municipality of Red Lake.
- Ensure that all facilities are maintained in a safe and operational condition for public and municipal staff usage.
- Provide regular reports to the Director of Operations on maintenance activities, issues encountered and actions taken.
- Execute electrical maintenance tasks such as fixing faulty wiring, replace light fixtures and perform basic circuit installations.
- Ensure that safe and responsible work practices are used and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
- Perform other related duties as assigned by the Director of Operations.

### **KNOWLEDGE, SKILLS & TECHNICAL ABILITIES**

- In-depth understanding of carpentry, concrete work, masonry and general building systems.
- Comprehensive knowledge of preventive and corrective maintenance practices.
- Familiarity with tools, materials and equipment used in building maintenance and repair.
- Ability to work independently and as part of a team in a fast-paced environment.
- Strong communication skills for coordinating with team members, Director of Operations and interacting with other departments.
- Excellent organizational skills to manage multiple tasks and priorities effectively.
- Working knowledge of Plumbing.
- Hands on experience in Electrical.
- Capability to problem-solve and provide solution-oriented service.
- Skilled in power tools, hand tools and diagnostic equipment.

### **WORKPLACE REQUIREMENTS & CONDITIONS**

- Post-Secondary education in a related trade such as electrical, HVAC, plumbing, carpentry or facilities management.
- Trade certifications, such as a Red Seal Certification for specific trades would be an asset.



- Minimum of 2-5 years of experience in facilities maintenance, building systems, or a related fields.
- Valid Ontario Driver's License in good standing
- Ability to perform physically demanding tasks, such as lifting heavy objects, standing for extended periods and working in various environmental conditions.

#### **RELATIONSHIPS**

- **Internal:** Facilities and all other Municipal departments.
- **External:** Daily contact with the public, and scheduled contractors.

#### **RATE OF PAY**

- \$30.86 Hourly – Job Classification 14

#### **UNION**

- United Steelworkers