

**SOUTH SHORE COMMUNITY SERVICE ASSOCIATION
JOB DESCRIPTION**

MISSION STATEMENT:

Bonny Lea Farm is committed to empowering special needs individuals, providing opportunities to experience faith, self-respect, love for one another, dignity, integrity, productivity, and responsible community living.

<u>JOB TITLE</u>	Maintenance/Transportation
<u>DEPARTMENT</u>	MAINTENANCE
<u>REPORTS TO</u>	MAINTENANCE MANAGER
<u>APPROVED BY</u>	PERSONNEL COMMITTEE, SSCSA
<u>APPROVED DATE</u>	Draft Changes – July 19, 2018

SUMMARY:

Supports the Maintenance Department in providing maintenance, repairs, alterations, and additions to all grounds, buildings, vehicles, and equipment belonging to South Shore Community Service Association in an efficient, effective, and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with all repairs, maintenance, and construction of all property belonging to or leased by South Shore Community Service Association including snow removal, lawn mowing and trimming, maintenance of shrubbery and plants, exterior building and property appearance, garbage and other refuse containment.
- Conducts minor repairs to electrical, plumbing, mechanical, water treatment systems, and other equipment used throughout the program areas.
- Performs necessary repairs and associated interior and exterior painting.
- Reviews daily work orders and maintenance/repair requests for prioritizing; completes necessary assessment of work involved and obtains all tools, parts, and equipment. Advises necessary parties of planned work and the impact of same ensuring that completion of work or repair is reported to the appropriate departmental manager.
- Performs monthly interior and exterior building inspections checking for correct operation of all physical plant items, operation of lighting, heating, cooling, appliances, furniture condition, fire extinguisher status, exit lights, proper working of doors, condition of oil tanks, exterior lighting timers and functioning of exterior lighting. Completes reports as required.
- Have all vehicles serviced and maintained in accordance with the manufacturers recommendations and prepared to meet the twice per year inspection requirements of the Motor Carrier Division of the NS Utility and Review Board.

- Ensure all vehicles are licensed and that copies of the registration, insurance slips, gas charge cards and mileage logs are in each of the vehicles. Performs monthly routine vehicle inspections including cleaning and general lubrication.
- Obtains all purchasing authorizations from the Maintenance Manager or the Executive Director.
- In the absence of the Maintenance Manager, works with external contractors to address maintenance and repair needs along with the performance of inspections and certifications.
- Transports participants between residence and day program according to the Bonny Lea Farm Transportation Guidelines.
- Obtains water samples on a quarterly basis from all wells providing drinking water, arranges for submission for lab analysis and reports the results of all lab results to the Maintenance Manager or Executive Director.
- Inspects and records the air and water pressures of the sprinkler system on a regular basis.
- Assists in the setting up and taking down of displays and equipment as needed for various Association functions including fund raising, participant activities, staff training events, and use of SSCSA space by community partners.
- Supports the general cleaning of the day program building in the absence of the custodian.

QUALIFICATIONS

Education and Experience:

- Hold a current provincial or interprovincial red seal trade certificate (asset).
- Minimum Grade 12 or equivalent education.
- Work effectively and as part of a team.
- Effective oral and written communication skills.
- Valid NS Driver's License (Class 4 minimum) and insurability.
- Clear Vulnerable Sector Criminal Records check.
- Valid First Aid and CRP (minimum Emergency, Standard Level preferred).

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Regular work week is 40 hours. Work schedule may include days and evenings and periodic weekend work periods, to accommodate inclement weather responses or special events
- Physical requirements are demanding with working out of doors, indoors, in all kinds of weather, lifting, stretching, working at a height, working in dirty or dusty environments possibly with materials that may produce strong odours. Proper PPE and safety protocols must be observed.