

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENERGY, FLEET & FACILITIES DIVISION – FACILITIES OPERATIONS & MAINTENANCE SECTION -
LOCATION - MOUNTAIN TRANSIT CENTRE, 2200 UPPER JAMES ST.)

MAINTENANCE HELPER – ATU 107 (OUTSIDE WORKGROUP)

SUMMARY OF DUTIES

Reports to Supervisor, Facilities Management, performs functions required to maintain a neat, clean, orderly facilities, routine maintenance, inspections and repairs to plant and facilities equipment. Conducts scheduled and unscheduled maintenance and repairs of mechanical equipment and building systems by maintaining, adjusting and repairing equipment at various facilities.

GENERAL DUTIES

Operates power sweepers, scrubbers and other floor cleaning equipment.

Operates fork lift vehicle.

Collects garbage, dumps, moves, and monitors garbage and all recycle containers.

Picks up debris from yard and lawn areas.

Maintains lawn areas and flower beds, sweeps walkways and yard areas, adjacent to buildings.

Supplementary snow clearing from entrances, walkways, and steps by shoveling, snow blower, sanding and/or salting.

Respond to and clean up any Health and Safety concerns such as slipping or tripping hazards, foul odours, etc

Unplugs and toilets, sinks, urinals, when necessary. Required to clear pipelines and drains and to make repairs on fixtures and leaking pipes and clean out grease traps

Replenishes washroom, lunchroom and lounge supplies.

Cleans windows and glass partitions.

Raises and lowers flag as required.

Minor carpentry, painting, plumbing, masonry, cement work, drywall, relamping light fixtures etc.

Perform property maintenance on fences, walkways, drains, etc

Monitor and test building safety devices such as sprinklers, alarms, generators, fire hoses and extinguishers

Repair doors, handles, hardware and overhead doors

Operate hand and power tools such as electric drill, hammer, pipe snake, wrenches, etc

Working at heights on ladders and aerial work platforms.

Utilizes computerized maintenance management system to record status of assigned jobs, time and comments as required. Logs and reports any building and or equipment deficiencies.

Perform housekeeping duties in mechanical rooms such as cleaning and painting

Responsible for purchase of supplies and material with the responsibility of a City visa P-card.

Travels to different sites throughout the City as required using a City vehicle.

Perform other duties as assigned where are related to the major responsibilities of the job

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Must be able to operate various shop tools and equipment. Must have adequate set of hand tools to perform normal duties.
2. A combination of education and practical experience related to the specific job duties listed above. Eg Trade School courses, workshops, or apprenticeships would be an asset. Previous experience operating power floor sweeper, fork lift, scissor lift, etc
3. Requires the following certificates:
 - i. Propane Handling
 - ii. Forklift
 - iii. Scissor Lift
 - iv. Fall Arrest
4. Working knowledge of the Ontario Occupational Health and Safety Act together with working knowledge of WHIMIS Data sheets.
5. Asset to have Ontario Plumbing Certificate or equivalent combination of related qualifications and experience.
6. Must have mechanical aptitude, an ability to read and understand complex instructions.
7. Able to work independently with minimum supervision.
8. Ability to handle specialized equipment proficiently, eg. Industrial power snake, hammer drill, power sweeper, snow blower, etc.
9. Demonstrated knowledge of asbestos awareness and removal.
10. Excellent organizational skill and time management skills, including the ability to co-ordinate and prioritize workload requirements for regular, emergency and special services.
11. Excellent leadership, communication, and interpersonal skills in order to co-ordinate, and support staff, consultants and contractors.
12. Knowledge of the relevant portions of the Plumbing Code, National Building Code, the Provincial Building Code, the Area Municipal Codes and practices, Occupational Health and Safety Act and regulations including WHIMS legislation.
13. Physical ability and stamina to perform strenuous tasks and work in adverse weather conditions. Eg, snow removal, lifting garbage, moving recycling material throughout the building including from the 2nd flr.
14. Displays a strong commitment to customer service excellence, understands service objectives, recognizes diverse customers and work group needs and provides excellent customer service.

15. Demonstrates skill in communicating, presenting information, writing and active listening.

16. Must have a valid Class "G" driver's Licence and the provision of a car by individual for use if required.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
