

**POSITION SUMMARY**

Under supervision of the Facilities Manager, this position involves the maintenance and caretaking of the Southeast Energy Training Institute campus and grounds located in Estevan, SK.

**LEVEL** 3  
**LOCATION** Estevan

**SCOPE OF WORK**

1. Division: Corporate Services
2. Function: Field Staff
3. Supervisor: Facilities Manager
4. Direct Reports: None
5. Budget Responsibility: None

**RESPONSIBILITIES**

The Senior Building Services Worker will:

- Provide cleaning & maintenance duties, including, but not limited to dusting, cleaning and washing floors, walls, windows, waxing floors, cleaning furniture, display cabinets, appliances, and computers, disposing of garbage, cleaning and disinfecting washrooms, cleaning and setting up equipment
- Follow a detailed cleaning schedule with a minimum of disturbance or inconvenience to staff and students
- Ensure sidewalks are clean and clear of all snow and ice and grass is mowed, as needed
- Insure that all security measures of the College are observed and that all windows and doors are securely closed and locked where locking devices are provided
- Determine facility and equipment needs or problems; and coordinate improvements in consultation with supervisor
- Maintain a facility budget and inventories in consultation with supervisor
- Check all equipment to ensure proper functioning
- Provide back-up support to the supervisor for the operation and care for all heating, cooling, ventilating and generating equipment
- Ensure proper maintenance procedures are followed, all cleaning duties are performed to established standards, facilities meet required health, safety and fire regulations
- Tasks may include:
  - Plumbing installations and repairs
  - Repair and maintenance of HVAC systems
  - Drywall repairs
  - Testing of emergency systems (ie. sprinkler systems, fire alarms, etc.)
- Other duties as assigned

## **QUALIFICATIONS**

### Knowledge and Skills

- The successful candidate will have knowledge of and experience in use of computer technology

### Education and Experience

- The minimum qualifications required to perform the functions of this position is the completion of grade 12 or equivalent, and two years' experience in facility maintenance and supervision
- Plant Operators Certificate and Fireman's Certificate is preferred. A condition of employment will be for the successful incumbent to obtain such certifications within 6 months of start date

**DATE ISSUED: 12/21/2011**

**DATE REVIEWED/AMENDED: 1/25/2016**