



POSITION DESCRIPTION

Position Title: Maintenance Assistant- Facilities

Division: Facilities

Classification: Maintenance Assistant

Supervisor's Title: Facilities Manager

POSITION SUMMARY

Reporting to the Facilities Manager, the Maintenance Assistant is responsible for providing general building and grounds maintenance, conducting minor repairs, and performing custodial duties as needed across all college campuses. This position involves semi-skilled work, typically under direct supervision, but may also include completing routine tasks independently. All work must adhere to safety regulations and procedures, particularly when operating machinery and equipment.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Perform maintenance on equipment and buildings as directed.
- Carry out general building repairs/maintenance tasks related to carpentry, plumbing, mechanical systems, and other equipment operations.
- Conduct seasonal grounds maintenance (e.g., snow removal, lawn care) and maintain related equipment.
- Sweep and wash sidewalks, roadways, entrances, and parking lots/areas.
- Collect and dispose of outdoor trash and debris.
- Maintain landscaped areas including lawns, flowerbeds, trees, and shrubs (eg. cutting, watering, fertilizing, planting, weeding, and raking).
- Assist tradespeople, power engineers, and contractors with maintenance and repair activities.
- Demonstrate good working knowledge of one or more trades (eg. building systems, construction techniques, or related functions specific to the position).
- Operate automotive equipment, machinery, and hand/power tools safely, efficiently, and keep them clean and well-maintained.
- Perform custodial tasks as required.
- Monitor and maintain departmental inventory and supplies.
- Collect and deliver outgoing mail to designated locations, including the post office.
- Update records in the Computerized Maintenance Management System (CMMS) and submit reports to the Facilities Manager.
- Contribute ideas and assist in implementing improvements to campus grounds.
- Move and transport furniture and other items within the college or to storage/auction sites.
- Perform other duties as assigned

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0
Staff Positions Indirectly Supervised 0

The incumbent may work with the following:
Assiniboine College Staff & Students, Contractors and other positions in which the job entails.

KNOWLEDGE, SKILLS, ABILITIES, OTHER**QUALIFICATIONS REQUIRED**

- Must be mechanically inclined and possess basic knowledge of small engine maintenance, landscaping, construction, and general repairs.
- Must be capable of operating the following machinery and equipment: grader, front-end loader, tractors, forklifts, power mowers, snow blowers, tillers, sprayers, as well as various garden tools and hand/power tools.
- Must hold a valid Class 5 or higher driver's license.
- Must be a self-starter, capable of independently carrying out all assigned responsibilities. Demonstrated initiative and leadership in previous work assignments is required.
- Minimum of a high school diploma or an acceptable certificate of qualification below the journeyman level (e.g., a minimum 10-month technical program from a vocational school or college).
- Experience in property maintenance or general construction (residential, commercial, or civil).
- Basic working knowledge of plumbing, carpentry, and mechanical systems.
- Physically fit and willing to work outdoors in all seasons.
- Knowledge of small engines and power tool repairs is considered an asset.
- Knowledge of WHMIS (Workplace Hazardous Materials Information System) is an asset.
- Valid First Aid and/or Fall Protection certifications are considered assets.
- Experience using digital work order systems or CMMS (Computerized Maintenance Management Systems) is an asset.

OTHER COMMENTS

- Must be willing to obtain pesticide certification.
- Must possess strong customer service and interpersonal skills.
- May be required to work extended or late hours on occasion, operating heavy equipment (e.g., grader, front-end loader) and lighter machinery for snow removal from parking lots.
- Must be physically capable of lifting and carrying heavy loads.

Employee's Signature

Date

Supervisor's Signature

Date