

CITY OF FORT ST. JOHN POSITION DESCRIPTION

Class Title **Civic Properties Technician**
Department **Civic Properties**
Date: **October 2023**

NATURE OF WORK

The Civic Properties Technician assists the Department Manager in planning, implementing, and evaluating all building maintenance at city-owned facilities. This includes developing and implementing related facility goals, objectives, budgets, preventative maintenance programs, policies, and procedures. Works with and directs junior staff and contractors in performing various tasks within the Civic Properties department, including custodial care, building repairs and maintenance, and equipment repairs to various city-owned facilities.

May be required to work shifts or flexible hours, including evenings, weekends and holidays.

SUPERVISION RECEIVED

Works under the direct supervision of the Department Manager or a designate for special projects and assignments.

SUPERVISION EXERCISED

May supervise labourers, building service workers, contractors, and assigned assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of skilled and semi-skilled tasks within city-owned facilities, including custodial care; building repairs and maintenance; and equipment repairs and maintenance.
- May assist with the compilation of information required to facilitate coordination of statistical information required for invoicing as per City policies and procedures.
- Complies with all City of Fort. St. John, Provincial legislation, policies, procedures, and works within assigned budgets.
- May review accidents and incidents and recommend changes necessary to ensure a safe environment for all staff and participants.
- Works with the departmental staff to help coordinate special project needs and staffing requirements.

- Monitors, inspects, and oversees work performed by contractors.
- Assists the Department Manager with developing and maintaining a Facility Preventative Maintenance Program and life cycle programs.
- Assists in preparing and implementing statistical reports, logbooks, and inspection forms and prepares reports as required.
- Assists the Department Manager in responding to general inquiries and complaints from the tenants, patrons, and the public.
- Assists with the training and orientation of new and young workers in the department.
- May serve on various employee or other committees.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Takes reasonable care to protect the health and safety of themselves and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devices and equipment provided and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program and all applicable policies and procedures.

PERFORMANCE FACTORS

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|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quantity of Work | • Compliance |
| • Cooperation | • Health & Safety |

REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITY, AND SKILLS

- Grade 12 or equivalent
- Diploma in Facility Management, Building Systems Operation or a related field, or a related trade ticket such as plumbing or electrical or the equivalent in education and experience, including specialty course in HVAC or building maintenance and operation.
- Valid Class 5 BC Driver's License
- WCB First Aid Level 1
- Ability to pass and maintain a RCMP-enhanced security clearance
- Transportation of Dangerous Goods
- WHIMS
- Demonstrated ability in the areas of plumbing, carpentry, full operation of DDC systems and building management systems, including but not limited to filter changes, greasing, belt replacement and minor repairs, HVAC maintenance, and other related areas of building maintenance
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload

- Communicate effectively with both oral and written skills
- Exemplary customer service skills
- Working knowledge of related legislation and regulations
- Ability to exercise sound judgement in the interpretation and application of related policies and procedures
- Proficient in the use of computers and computer software, including spreadsheet programs, Word, Excel, and Microsoft Office
- Proven ability in supervision, training, and assisting colleagues with their daily routines
- Competency in the areas of leadership and the ability to work as a team player within the department and organization
- General mechanical aptitude

TOOLS AND EQUIPMENT USED

Office equipment such as printers, computers, software, monitors and tv's

Janitorial equipment

All light power tools; drills, grinders, impacts, table, cut off and metal saws, etc.

Light equipment such as light trucks, cars, forklifts and utility vehicles.

GENERAL

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a position in the BC General Employee's Union.