



MAINTENANCE 2 JOB DESCRIPTION (CDN)

- Position:** Maintenance 2 - Full-time, Canadian, Unionized (Teamsters 879)
- Reports to:** Maintenance Supervisor
- Hours of Work:** Forty (40) hours per week, 6:45 a.m. – 2:45 p.m. Monday – Friday.
Note: Schedule is subject to change from time to time as determined by management, including implementation of winter control schedule. Must be available for a 7/24 schedule to support the operation as determined by the Authority.
- Compensation:** As per Teamsters Local Union No. 879 Collective Agreement

Position Summary:

Performs mechanical, plumbing, and carpentry repair requiring intermediate to advanced skills for all Authority buildings, bridge structure, and roadways and plazas. Clears snow and ice using snow blowers, hand shovels, or heavy motorized vehicles, spreads sand and salt. Prepares documentation of tasks performed and identifies items requiring additional maintenance or repairs. May train and supervise maintenance staff as required.

Essential Functions:

1. Performs basic maintenance functions such as grass cutting and trimming, hedge and tree pruning, planting, weeding, fertilizing, mulching, painting and patching, etc.
2. Performs general mechanical, plumbing, and carpentry masonry and structural repairs and installation requiring intermediate to advanced skills for all Authority buildings, bridge structure, and roadways and plazas.
3. Performs preventative and routine maintenance of heating, ventilation, and cooling systems. Conducts tests of emergency systems.
4. Moves and replaces furniture, equipment, and supplies to accomplish tasks.
5. Clears snow and ice using snow blowers, hand shovels, or heavy motorized vehicles. Spreads sand and/or salt to prevent the buildup of ice on walkways.
6. Directs traffic to safely detour vehicular and pedestrian traffic away from Authority controlled work zones; secures site, as required.

7. Operates heavy motorized vehicles and off road equipment including snowplows, deicers, and street sweepers. Operates motorized tools and equipment such as lawn mowers, grass trimmers, sweepers, jackhammers, saws, drills, grinders, pressure washers, welding and gas cutting equipment, portable compressors, sandblasting equipment, mechanical lifts, hoisting and moving various loads. Assists trades personnel with various tasks.
8. Verifies that building doors and windows are locked and secured to protect Authority property and to ensure tenant security.
9. Practices energy conservation by turning off lights, lowering thermostats, etc.
10. Assists in pushing, towing, or escorting disabled vehicles out of the flow of traffic.
11. References and abides by all Health and Safety policies and procedures. Accesses instructions contained in Material Safety Data Sheets and training manuals to perform work in a safe manner, safe handling and using PPE as required for hazardous chemicals and job specific hazards.
12. Prepares documentation of tasks performed and items requiring additional maintenance or repair.
13. Maintains a customer focus at all times; responds to employee, tenant, vendor, and customer queries and complaints in a respectful and courteous manner.
14. Exercises sound judgment in emergencies; initiates action to prevent emergencies.
15. Identifies, understands and resolves conflicts or problems within area of responsibility. Exercises independent judgment in executing responsibilities.
16. May assist in directing traffic and delivering documents on behalf of inspection agencies.
17. May secure assistance for disabled vehicles; prepares accident and incident reports; reports accidents and incidents to appropriate authorities.
18. May patrol Authority property on foot or using an Authority owned vehicle; recognizes and responds to unusual or suspicious activity and persons.
19. May perform housekeeping functions such as sweeping, mopping, vacuuming, waxing, dusting, cleaning hard surfaces, windows, and restrooms, emptying waste and recycle bins, etc.
20. May train or supervise maintenance staff.
21. Perform other duties as assigned.

Knowledge, Skills and Abilities:

1. Mechanical, electrical, plumbing, and carpentry aptitude requiring intermediate to advanced knowledge, skill and experience in all disciplines and applicable governed standards, rules and regulations.
2. Ability to read and interpret drawings, sketches, blueprints, gauges and instruments.
3. Ability to read, understand, and follow written instructions and directives.

4. Ability to listen, comprehend, and follow oral instructions and directives. Ability to communicate information to supervisor, other staff and customers as required.
5. Ability to continually stand and work outside, in all types of weather, for extended periods of time.
6. Ability to climb and work on ladders and scaffolds to a height of ten (10) feet.
7. Ability to lift and carry objects weighing approximately fifty (50) pounds.
8. Ability to utilize heavy motorized equipment for extended periods of time.
9. Ability to take direction in a positive manner.
10. Ability to communicate with supervision, peers and customers in a positive, professional manner.
11. Ability to problem solve and provide recommendations related to the position.
12. Ability to work with or without supervision.
13. Ability to supervise maintenance employees in a positive, constructive and professional manner.
14. Ability to adhere to the rules and regulations of the Authority.
15. Ability to work safe, under pressure in a fast paced, customer focused environment.
16. Ability to work rotating shifts and days, including weekends and holidays.
17. Subject to twenty-four (24) hour call-in, during times of emergency.

Education, Certifications and Experience:

1. Must have a minimum education of a Secondary School Diploma and/or equivalent or greater relevant training courses and/or certifications, including relevant trade certification.
2. Must maintain appropriate security clearance required by Canadian and U.S. federal inspection agencies. Must be eligible for and able to maintain a Nexus Trusted Traveller card.
3. Must maintain of a valid Commercial Driver's License issued by the Province of Ontario (License Class D with Z endorsement) or the State of New York (License Class B).
4. Must have a minimum of five (5) years' experience in a variety of maintenance and repair work, including buildings, vehicles, equipment, and roadways while operating heavy motorized vehicles and off road equipment. Proficient experience with operating maintenance machinery.
5. Two (2) years' of supervisory experience is preferred.
6. Must complete and maintain applicable training as required by the Authority.