



Job Description

Job title	<i>Building and Grounds Maintenance</i>
Reports to	<i>Associate Director</i>

Job purpose

Reporting to the Associate Director, the Building and Grounds Maintenance will assist in managing the daily building operations, security, grounds maintenance and complete work orders. The Building and Ground Maintenance will ensure Work Plans and buildings and grounds are kept in proper condition. This position will work alongside contractors to complete necessary preventative maintenance work, and look for opportunities to expand and improve the grounds and building areas. The Building and Grounds Maintenance will work within the policies and procedures established by the Woodland Cultural Centre.

Duties and responsibilities

Building Maintenance

- Oversees all building facilities to ensure they are in a pristine, clean, orderly, secure and safe condition by performing duties required for its upkeep such as janitorial, carpentry, minor electrical repairs, plumbing, and painting.
- Responsible for keeping a log on all preventative maintenance as per the sub-contractor for the operation and maintenance of stationary engines and mechanical equipment to provide heat, power and other utility services to the buildings of the Centre.
- Updates maintenance manual for the Centre which includes all necessary contact information for maintenance personnel and service contractors.
- Develops a monthly, quarterly and annual routine which will include shampooing carpets; stripping/waxing/buffing floors; cleaning kitchen and storage areas; cleaning stairways and hallways; cleaning, repairing or replacing windows and doors; repairing or replacing flooring, woodwork and molding; replacing or repairing faucets and toilets; moving furniture and equipment; install and tear down of exhibitions/events
- Routine inspections of facilities and grounds to ensure they meet health and safety standards
- Responsible for daily unlocking and locking of both buildings of the Centre.
- Responsible for daily security check at the end of each day.

Ground Maintenance

- Oversees the lawn and grounds maintenance including flower beds, includes preparing ground for planting, fertilizing, watering and weeding and pruning trees and shrubs as needed.
- Responsible for the maintenance of equipment and inventory necessary to perform all grounds keeping functions
- Maintains an inventory log of all lawn mowing equipment, grounds equipment and tools.
- Ensures pavement is sealed and lines painted as funds allow.
- Responsible for the removal of snow, ice and debris from all entrances to the buildings, walkways, driveways and the application of sand and salt compounds when necessary.
- Perform duties associated with additional snow clearing using the Centre tractor and blade.
- Monitors all entrances and stairwells of the Centre keeping them free from melted snow.

Qualifications

- Have experience in building maintenance
- Have knowledge of and experience in performing basic plumbing, carpentry, electrical, painting and other maintenance and repair skills
- Must be familiar with Health and Safety regulations as they pertain to a public institution (CPR, First Aid and WHIMIS)
- Be able to communicate effectively
- Have a valid driver's license and reliable transportation and proof of insurance

Working conditions

The Building and Grounds Maintenance regular hours are from 8:30am-4:30pm, Monday to Friday. Special events and off-site meetings may require travel and work outside of regular hours. This position does require some heavy lifting.

Physical requirements

The Building and Grounds Maintenance position will be heavily related to working between 2 buildings and the grounds. The job does require some heavy lifting each week.

Direct reports

Executive Director

Approved by:	
Date approved:	
Reviewed:	