



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Maintenance Worker	Reports to: Branch Supervisor
Department: Wellington County Museum and Archives/Wellington Place	Positions Supervised: 0
Effective: August 2005	Revised: January 2020

BASIC FUNCTION:

This position reports directly to the Maintenance Supervisor and is responsible for providing maintenance, repair and janitorial services to the Wellington County Museum and Archives (WCMA) and Wellington Place. In addition, the position is responsible for grounds maintenance for the WCMA and the Ontario Provincial Police (OPP) station and other areas at Wellington Place. The position is also responsible for snow removal on the roadways, parking lots and driveways at Wellington Place. The Maintenance Worker is required to work during facility rentals such as weddings, meetings, and special events that occur during and outside of WCMA regular hours.

PRINCIPAL RESPONSIBILITIES:

Under the guidance of the Maintenance Supervisor the Maintenance Worker has the following duties and responsibilities:

- Perform preventative maintenance and monitoring of the Heating, Ventilation and Air Conditioning (HVAC) systems.
- Perform all preventative maintenance and repairs as required including, but not limited to, plumbing, minor electrical and general repairs.
- Preventative maintenance including fire log book, monthly check sheets, etc.
- Respond to maintenance requests from staff and Wellington Place tenants in a timely and professional manner.
- Collect recycling and garbage and put out for pickup.
- Assist in moving office furniture, etc. as required.
- Maintain all storage and utility areas in a neat and safe manner.
- Perform general cleaning of facility including daily vacuuming, cleaning of washrooms, rental rooms, kitchens, floor washing, etc.
- Grounds maintenance for WCMA, OPP station and other areas on the site including tractor operation for grass cutting, garden weeding, pruning, planting, etc.
- Snow removal for WMCA including parking lots, driveways on site using tractors, shovelling.
- Assist staff in moving artifacts.
- Cleaning and repairing of large museum artifacts.
- Work in a professional manner with contractors, etc. on site.

- Set up, take down, assist the public and work events for room rentals.
- Respond to after-hours emergency calls in the absence of the Maintenance Supervisor.

CONTACTS:

Internal:

- Daily contact with staff at all levels

External:

- Public (daily)
- Contractors (weekly)
- Wellington Place and County staff (daily)

MINIMUM QUALIFICATIONS:

- One year college certificate in building maintenance.
- Minimum two years of experience or equivalent in electrical, plumbing and general repair work.
- Knowledge of janitorial practices and safety procedures.
- Ability to communicate effectively and work independently.
- Excellent verbal communication skills and experience working with the public and providing excellent customer service.
- Experience operating minimum 65 horsepower tractor.
- Experience gardening and landscaping an asset.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

OTHER:

- Location: Wellington County Museum and Archives/Wellington Place.
- Hours: 35 hours per week, rotating afternoon and day shifts including evenings and weekends as dictated by the facilities rental schedule.