



## Job Specification

**Position Title:** GROUNDSKEEPER/MAINTENANCE WORKER  
**Job Code:** OPSEU - Grounds/Maintenance Worker (COR), 93009  
**Job ID:** 13514

### Purpose of Position:

To provide and coordinate daily maintenance to the facility, its equipment and systems, and the grounds in order to maintain a safe and secure environment for youth, staff and visitors. Participates in the programming for youth by teaching skills and providing opportunities for the youth to learn. To contribute to a multi-disciplinary team approach in the provision of services to youth and staff.

### Duties/Responsibilities:

Ensures physical plant and equipment remains in good repair by:  
Performing general maintenance to external buildings, fences, signs; repairing, preparing and painting as required; constructing walls; replacing locks; etc.;  
Providing cleaning duties to facility by sweeping, cleaning, mopping; ensuring windows and lighting are in good repair and clean;  
Maintaining and servicing grounds-keeping equipment, such as changing oil, greasing, notifying supervisor of need for formal service; more serious repairs, or replacement parts, as required.

Performs general maintenance duties related to semi-skilled services as well as assisting tradesmen in their activities by:

Coordinating the work of tradesmen, contractors and mandatory inspections consistent with the operational requirements of the facility;  
Providing a resource to tradespersons who are called to the facility for a particular expertise/certification but who do not have familiarity with the physical plant (e.g. plumbing access points; configuration of systems); Accompanying in their duties so that security of the facility is not compromised; Assisting tradesmen in new construction, repair or maintenance of buildings, facilities;  
Repairing walls and windows, erecting partitions and resurfacing walk, laying floors, installing drapery track, etc.;  
Preparing a variety of surfaces (cement, metal, drywall), mixing and applying paint;  
Providing basic plumbing repairs and replacements; unplugging toilets; replacing faucets;  
Dismantling, cleaning and repairing locks or installing replacement locks;  
Performing regular maintenance of HVAC systems.  
Developing annual and monthly maintenance schedule for the facility and adhering to same;  
Conducting and documenting fire drills; Monitoring safety equipment and systems in the building, such as, fire extinguishers, fire alarm stations, emergency lighting, fire exit marking, requiring regular and routine checks.

Provides general grounds-keeping and grounds maintenance services on a seasonal basis by:

Maintaining landscaping to ensure positive presentation to community and public at large;  
Planting, sodding, cultivating, weeding, pruning plants/flowers, shrubs, clearing beds at end of season;  
Tending lawns by raking, cutting, patching, re-seeding; raking, collecting and carting leaves for disposal in fall;  
Repairing roadway/parking lots/walkways and sports deck by filling holes, applying maintenance coverings, asphalt;  
Snow-clearing, sanding and salting of roads, parking lots, walkways ensuring traveled areas are safe and ensuring sufficient supplies to meet safety expectations.

Contributes to the programming and smooth functioning of the facility by:

Supervising, teaching and engaging youth in completion of maintenance activities based on skills and capacity to learn in a manner that does not compromise security and safety;  
Working with staff and youth to integrate youth activities and maintenance functions into the daily routines of "household living skills"; providing opportunity for cooperative learning experiences for the youth;  
Ensuring that supplies and equipment are available for youth to engage in living skills and basic expectations under supervision; stores management and inventory control of these supplies;  
Driving youth to appointments, visits, etc., along with escort officer(s) as required;  
Facilitating regular maintenance of facility fleet;

Assisting with the unloading of supplies to stores, as directed/required;

Other related duties as assigned.

**Knowledge:**

General knowledge of basic plumbing, electrical and carpentry principles and semi-skilled repairs. General knowledge of horticultural theories and practices, such as, flower/shrub/tree planting, maintenance and general care. General knowledge of set-up, operation, maintenance and safety of tractors and equipment necessary for grass cutting, snow removal. General knowledge of maintenance of heating and cooling systems, knowledge of safe operations of hand tools and equipment; knowledge of security systems and maintenance of these systems. A knowledge base will enable proactive responses to facility systems and equipment that if not responded to pre-emptively would become costly and generate security concerns. Knowledge of WHMIS.

**Staffing and Licensing Requirements:**

Valid Drivers License

Good health and physical condition

**Skills:**

Experience in general maintenance work, such as assisting skills tradesmen in building trades, using plans, diagrams, blueprints. Ability to carry out oral and written instructions. Good physical health and ability to carry out all maintenance mechanic and groundskeeper duties. Ability to develop positive working relationship within a multi-disciplinary team as well as a desire to develop positive relationships with youth. Ability to teach maintenance and repair skills to young persons as assigned.

Possess a broad range of skills which facilitates repairs and maintenance of the facility physical plant, grounds and its systems.

Job requires basic computer skills and knowledge of related software programs, including email, and other Microsoft Office applications used to perform ground/maintenance duties.

**Freedom of Action:**

The position works under the general direction of the Youth Centre Administrator. Under this general supervision, the incumbent performs semi-skilled maintenance duties on external and internal maintenance projects. Incumbent plans and implements the grounds keeping, gardening and snow removal operations for a youth justice facility. Instructs and oversees youth workers and reports on their behaviour and performance. There are a variety of requirements and guidelines to which the incumbent must exercise good judgement and adhere to, such as trade practices, as well as Youth Centre/Ministry policies regarding personnel, safety and program requirements. Failure to plan and maintain adequate preventative maintenance could lead to unnecessary and expensive repairs, potential disruption to the facility's normal operation and program delivery, staff or youth injuries, and jeopardize security standards.