

# Maintenance Service Worker – Subsidiary 4

## APS Benchmark Listings

Sub. No.	Bench- mark No.	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
<b>Maintenance Service Worker 3 (Point Range 161 - 191)</b>												
004	<a href="#">043MW21</a>	Infrastructure	Labour Supervisor	C	I	2	115	25	29	R1	33	177
004	<a href="#">043MW24</a>	Infrastructure	Sign-Painter/ Designer	C+	I	1	115	22	25	R1	29	169
004	<a href="#">043MW23</a>	Infrastructure	Maint. Serv. Worker	C+	I	1	115	22	25	R1	29	169
004	<a href="#">043MW17</a>	Infrastructure	Locksmith	C+	I	1	115	22	25	R1	29	169
<b>Maintenance Service Worker 2 (Point Range 114 - 160)</b>												
004	<a href="#">042MW22</a>	Infrastructure	Maint. Serv. Worker	C	T+	1	87	22	19	R1	22	128
<b>Maintenance Service Worker 1 (Point Range 85 - 113)</b>												
004	<a href="#">041MW57</a>	Agriculture & Forestry	Fire Equip. Refurbisher	B+	T	1	66	14	9	R1	10	85

Last Review / Update: 2016-03-11

# Subsidiary 4

## Benchmark Evaluation - 043MW21

### Identification Section

<b>Working Title:</b>	Labour Supervisor
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management - Operations, North Region, Government Centre
<b>Reports To:</b>	Facilities Manager
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	043MW21
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Maintenance Service Worker
<b>Job Code:</b>	043MW - Maintenance Service Worker 3

### Comments on Role

Position directs several unskilled and semi-skilled activities with administrative responsibilities such as preparing short-form contract specifications. Projects taken on support maintenance activities, furniture and material moves throughout the Legislature grounds and various Government Centre facilities.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CI2 115	25% 29	R1 33	177

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

- Position requires broad construction and renovation knowledge to accurately estimate the resources needed to complete a maintenance or renovation project. The C rating reflects the knowledge gained through many years of on-the-job experience.

**Complexity and Diversity:**

- Position requires the ability to estimate the resources necessary to complete a maintenance or renovation project and to give direction, guidance and training to various labour crews. Organizational skills are used in the set up and take down activities relative to on and off site grounds events.

**Human Relations Skill:**

- Position has full supervisory authority for a group of three Maintenance Service Workers, performing routine and semi-routine activities.

- **Creativity/Problem Solving:**

Position plans and organizes daily operational work. Position is responsible for setting priorities and assigning work ensuring the many diverse activities are scheduled and carried out in a timely manner. Judgement is guided based on established guidelines and processes.

- **Responsibility:**

The position is primarily involved with service delivery for various grounds maintenance activities and renovation projects.

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**Last Reviewed:**

Last Review / Update: 2016-03-11

# Subsidiary 4 Benchmark Job Description - 043MW21

## Identification Section

<b>Working Title:</b>	Labour Supervisor
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management - Operations, North Region, Government Centre
<b>Reports To:</b>	Facilities Manager
<b>Levels to D.M.:</b>	6

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Labour Supervisor directs the efforts of several unskilled and semi-skilled in-house and hourly rate contract staff that supports various grounds events, furniture and material moves, maintenance activities and renovation projects.

Responsibilities include organizing furniture and material moves, contracting labour, hiring vehicles and equipment, allocating human resources to work-sites and supervising minor maintenance projects.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

1. **Co-ordinates in-house, agency and contractor staff to provide for various grounds maintenance activities, renovation projects, furniture and material moves, set up and take down activities relative to on and off site grounds events and the annual Legislature Grounds Christmas light installation.**  
Set priorities and assign work.

Determine and acquire required contract labour to supplement in-house resources.  
 Prepare estimates, evaluate estimates and check invoices.  
 Provide assistance to the various trades in completing projects.  
 Rent and organize the operation of miscellaneous heavy equipment and equipment required to assist the trades.  
 Organize the set-up of equipment and materials on the Legislature Grounds for various events.  
 Organize the work of setting up for the annual Legislature Grounds Christmas light up.  
 Organize the moving of furniture in and or out of various Edmonton Constituency Offices.

**2. Supervise a small group performing unskilled and semi-skilled activities.**

Establish expectations and prepare job descriptions.  
 Formally appraise performance of subordinates.  
 Oversee and certify accurate time and timesheet accounting.  
 Provide on-the-job orientation and training.

**3. Administrative Responsibilities.**

Prepare short-form contract specifications.  
 Liaise with staff, co-workers, contractors and building users.  
 Review invoicing to ensure policies and procedures are being followed regarding the procurement of goods and services.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position supervises a labour crew that performs various maintenance activities not requiring journeyman certification or provides support to journeyman where skilled labour is required. Projects are in support of maintenance activities throughout the Legislature Grounds as well as various Government Centre facilities. May perform work in other regions when the project is initiated by Protocol, Culture or Executive Council.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Position is required to provide guidance, direction and supervision to employees and contract staff while dealing with building users, clients and stakeholders in high profile areas.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

- Position requires the ability to accurately estimate the resources necessary to complete a maintenance or renovation project where unskilled or semi-skilled labour is required.
- Must be able to supervise labour crews and requires the ability to give direction, guidance and training.
- While the position does not require trades journeyman certification, broad construction and renovation knowledge gained through many years of experience is essential.
- Requires good organization and communications skills.
- Must have basic computing skills.

## Organization

**(Working titles of positions reporting directly to this position.)**

Position has full supervisory authority for a group of three Maintenance Service Workers, performing routine and semi-routine activities.

Last Review / Update: 2016-03-11

# Subsidiary 4

## Benchmark Evaluation - 043MW24

### Identification Section

<b>Working Title:</b>	Sign-Painter/Designer
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management, Specialty Services
<b>Reports To:</b>	Operations Supervisor, Superintendent
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	043MW24
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Maintenance Service Worker
<b>Job Code:</b>	043MW - Maintenance Service Worker 3

### Comments on Role

Position designs and manufactures various types of signage for government buildings and departments. Must be proficient in modern techniques using a variety of methods to manufacture signs including hand painting, silk screening and computer vinyl lettering.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+I1 115	22% 25	R1 29	169

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

- Position requires a one-year Sign-painting/Designer course and/or a recognized related certificate. The C+ rating reflects the knowledge the position must have in working with several mediums including vinyl, silk-screening and hand painting. In addition, it must be proficient in layout and design using various computer programs and freehand.

**Complexity and Diversity:**

- Position must have the ability to work with various mediums and modern techniques including camera work and computer programs such as Adobe to design signs.

**Human Relations Skill:**

- Communication skills are for the purpose of information exchange to determine client signage requirements.

- **Creativity/Problem Solving:**

Procedures undertaken in the position are standard with solutions found within a defined framework. Judgement used to determine the best course of action is based on past experience and job related knowledge.

- **Responsibility:**

Position primarily delivers a service in designing and manufacturing various signage for its clients.

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**Last Reviewed:**

Last Review / Update: 2016-03-11



# Subsidiary 4 Benchmark Job Description - 043MW24

## Identification Section

<b>Working Title:</b>	Sign-Painter/Designer
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management, Specialty Services
<b>Reports To:</b>	Operations Supervisor, Superintendent
<b>Levels to D.M.:</b>	6

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Sign-Painter/Designer designs and manufactures various types of signage for government buildings and departments. Position uses a variety of methods to manufacture signs including hand painting, silk screening and computer vinyl lettering.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

**1. Design sign layout.**

Effectively communicate with clients to get a clear understanding of their requirements.

Design a complete layout from written or oral instructions for vinyl, silkscreen or hand painted formats.

Utilize computer design programs including Kroy Kraftr Plus and Adobe.

**2. Manufacture signs in a variety of formats.**

Cut vinyl using computer vinyl cutter and apply the vinyl to sign blank without tearing or wrinkling the material.

Layout silk-screens using a variety of techniques including free hand cutting and camera work.

Fabricate silk screens from positive or negative films.

Screen ink onto various sign materials including plexi-glass, wood and cloth.

Freehand painting using a variety of different brushes and paints.

Operate various equipment including computer, vinyl cutter, scotchlite applicator, arc lamp and camera.

Prepare various materials such as plastic, wood and metal as sign blanks by cutting them to size, etching, staining and painting.

### 3. Other related responsibilities.

Organize work orders as received in order of importance.

Clean work area and keep it organized.

Deliver the manufactured signs.

Perform related artwork such as displays, props, drawings and cartoons.

Occasionally assist other trades in activities such as the painting, sanding, stripping, etc.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position designs and creates signage in a variety of formats including vinyl, silk-screening and hand painted. Must be proficient in modern techniques including camera work and using programs such as Adobe to design the sign.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Position requires effective communication skills to discuss and determine client signage requirements.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

- Position must be proficient in layout and design utilizing various computer programs as well as freehand.
- Requires the ability to work with several mediums including vinyl, silk-screening and hand painting. Work requires attention to fine detail and must have considerable hand/eye co-ordination skills.
- Requires a one-year Sign-Painting/Designer course, a recognized certificate and experience working in several mediums.

## Organization

**(Working titles of positions reporting directly to this position.)**

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

# Subsidiary 4

## Benchmark Evaluation - 043MW23

### Identification Section

<b>Working Title:</b>	Maintenance Service Worker
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management, Southern Region
<b>Reports To:</b>	Operations Supervisor, Electrician
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	043MW23
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Maintenance Service Worker
<b>Job Code:</b>	043MW - Maintenance Service Worker 3

### Comments on Role

Position operates and maintains various Heating, Ventilation and Air Control (HVAC) equipment and systems at the Royal Tyrell Museum and other buildings in the Drumheller area. This includes performing routine mechanical maintenance and general repairs.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+I1 115	22% 25	R1 29	169

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

- Position typically requires a 5th Class Power Plant Engineer certificate with the knowledge to operate and maintain HVAC equipment and BMCS systems in a large complex facility. The complex environment the position works in supports a C+ rating.

**Complexity and Diversity:**

- Position requires the ability to operate and maintain various HVAC equipment and systems. Diverse tasks are involved in performing mechanical maintenance and repairs.

**Human Relations Skill:**

- Contacts are mainly for the purpose of receiving direction and exchange of information.

- **Creativity/Problem Solving:**

Procedures required to operate the facility and its systems are somewhat diversified and well established.

- **Responsibility:**

Primary focus of the position is on service delivery of mechanical maintenance and general repairs.

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**Last Reviewed:**

Last Review / Update: 2016-03-11

# Subsidiary 4 Benchmark Job Description - 043MW23

## Identification Section

<b>Working Title:</b>	Maintenance Service Worker
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management, Southern Region
<b>Reports To:</b>	Operations Supervisor, Electrician
<b>Levels to D.M.:</b>	6

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Maintenance Service Worker operates and maintains various heating, ventilation and air control (HVAC) equipment and systems at the Royal Tyrrell Museum as well as at other buildings in the Drumheller area.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

**1. Performs routine mechanical maintenance.**

Make repairs to heating and cooling systems.

Test and treat boiler water.

Test and treat a potable water system.

Make emergency repairs to mechanical equipment.

Make minor plumbing repairs.

Operate a Building Management Control System (BMCS) to ensure client comfort and satisfaction.

**2. Make general repairs and perform preventative maintenance.**

Perform minor carpentry and furniture repairs.  
 Repair door locks.  
 Lubricate motors, fans and other similar equipment.  
 Replace filters and belts.  
 Inspect the fire extinguishers monthly.

**3. Other related duties.**

Miscellaneous preventative maintenance activities.  
 Assist trades positions with equipment repairs.  
 Order supplies.  
 Respond to client requests.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position operates and maintains buildings that have moderately complex equipment and systems.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Contacts are typically for the purpose of receiving direction.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

- Position requires the ability to operate and maintain HVAC equipment and knowledge of BMCS systems.
- Must have a mechanical and electrical aptitude.
- Typically requires a Building Operator A Certificate or 5th Class Power Plant Engineer.

## Organization

**(Working titles of positions reporting directly to this position.)**

Position has no supervisory responsibilities.

Last Review / Update: 2016-03-11



# Subsidiary 4

## Benchmark Evaluation - 043MW17

### Identification Section

<b>Working Title:</b>	Locksmith
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property and Supply Management, Southern Region, Calgary Correctional Centre
<b>Reports To:</b>	Operations Supervisor, Superintendent
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	043MW17
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Maintenance Service Worker
<b>Job Code:</b>	043MW - Maintenance Service Worker 3

### Comments on Role

Position installs, repairs and maintains a wide variety of lock systems and gates at the Calgary Correctional Centre complex including several buildings on site. It independently works on a wide variety of locks, gates, and controls a master key system in conjunction with the client department.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+I1 115	22% 25	R1 29	169

### Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Even though a journey level trade certification is not required, the position must understand master key systems and how to expand and maintain them. The C+ rating is reflective of the position being skilled with a full working knowledge of how to repair a wide variety of lock systems.

- **Complexity and Diversity:**

- Position works with the master key system and requires the skills and ability to repair a wide variety of lock systems.

- **Human Relations Skill:**

- Communication skills are utilized for the purpose of information exchange regarding locks and related problems.

- **Creativity/Problem Solving:**

Judgement is based on prior experience with solutions to situations found within a defined framework, based on job related knowledge.

- **Responsibility:**

Position primarily delivers a locksmith service to three large correctional facilities.

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**Last Reviewed:**

Last Review / Update: 2016-03-11

# Subsidiary 4 Benchmark Job Description - 043MW17

## Identification Section

<b>Working Title:</b>	Locksmith
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property and Supply Management, Southern Region, Calgary Correctional Centre
<b>Reports To:</b>	Operations Supervisor, Superintendent
<b>Levels to D.M.:</b>	6

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Locksmith installs, repairs and maintains a wide variety of lock systems and gates at the Calgary Correctional Centre complex including several out buildings on the site. Position cuts and controls a master key system in conjunction with the client department.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

### 1. Install, repair and maintain locks.

Install, repair and maintain a variety of locks including airlocks, electric locks and other designs and makes.

Pick and combinate locks as required.

Develop and control master key systems in conjunction with client security personnel.

Perform regular maintenance on all air locks.

Code, duplicate, make impressions and track various makes of keys.

**2. Adjust, repair and replace door operating hardware and locks.**

Install door closures and panic hardware.

Perform regular maintenance on interior and exterior electric and manual gates.

Maintain and install locking hardware on a variety of items including lockers, filing cabinets, padlocks and vehicle locks.

Work in conjunction with other site personnel and contractors to resolve lock problems.

**3. Maintain an inventory of spare locks and parts.**

Order spare locks and parts.

Inventory and control spare locks and parts.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position is the locksmith in three large correctional facilities. Independently works on a wide variety of locks, gates, master key systems and other related hardware.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Communications are primarily for the purpose of providing or receiving information to do with locks and related problems.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

- Requires a full working knowledge of and the ability to repair a wide variety of lock systems.

- Must understand master key systems and how to expand and maintain them.
- Requires the ability to adjust doors and door closures.
- Must be able to work closely (communicate) with vendors and personnel pertaining to troubleshooting door lock system problems.
- Skills are acquired through experience.

## Organization

**(Working titles of positions reporting directly to this position.)**

This position has no supervisory responsibilities.

Last Review / Update: 2016-03-11

# Subsidiary 4

## Benchmark Evaluation - 042MW22

### Identification Section

<b>Working Title:</b>	Maintenance Service Worker
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Properties, Property Management, North/Edson and Area
<b>Reports To:</b>	Operations Supervisor, Field Supervisor
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	042MW22
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Maintenance Service Worker
<b>Job Code:</b>	042MW - Maintenance Service Worker 2

### Comments on Role

Position performs general building maintenance responsibilities in and around government buildings in Edson, Hinton and area. Position assists journeyman trades and provides some guidance and direction to contracted resources performing similar renovation and maintenance activities.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
CT+1 87	22% 19	R1 22	128

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

- Position requires some semi-skilled trade-related work experience to apply work methods/procedures that are generally well defined and straightforward. Requires a basic knowledge of operation and maintenance requirements for building equipment and related systems.

**Complexity and Diversity:**

- Performance of duties is task specific to objective and content. Position may occasionally monitor the work of inmates and/or contractors, resulting in the T+ rating.

**Human Relations Skill:**

- Communication skills are used to request or exchange information.

- **Creativity/Problem Solving:**

Position's work is based on standard practices with readily available assistance. Solutions to problems are guided by past precedent.

- **Responsibility:**

Primary focus of the position is on the service delivery of building maintenance.

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**Last Reviewed:**

Last Review / Update: 2016-03-11

# Subsidiary 4 Benchmark Job Description - 042MW22

## Identification Section

<b>Working Title:</b>	Maintenance Service Worker
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Properties, Property Management, North/Edson and Area
<b>Reports To:</b>	Operations Supervisor, Field Supervisor
<b>Levels to D.M.:</b>	5

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Maintenance Service Worker performs general building maintenance responsibilities in and around government buildings in Edson, Hinton and area. Activities include assisting journeyman trades and position may provide some guidance and direction to contracted resources performing similar renovation and maintenance activities.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

- 1. Perform general building maintenance responsibilities.**
  - Move and repair client furnishings.
  - Perform shrub bed and grounds maintenance including removing snow.
  - Repair equipment.
  - Painting.



Perform preventative maintenance on building equipment using a CMMS computer system.  
 Monitor and make minor adjustments to Heating, Ventilation and Air Control (HVAC) equipment.  
 Record results and report unusual conditions to the Operations Supervisor.

**2. Assist supervisor.**

Supervise inmates performing unskilled responsibilities such as painting and grounds maintenance.  
 Sort mail, order supplies and co-ordinate shipping and receiving activities.  
 Inspect the work of contractors.  
 Retrieve messages and communicate with clients concerning their needs.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position provides maintenance support responsibilities independently where the project is not sufficiently complex enough to require a journeyman certificate. While the position may use power-tools, the skill required is not at the journeyman level. Where the project requires skilled resources, the position may support trades journeymen.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Position will interact with clients for the purpose of providing or receiving routine information in regards to their needs. As well position provides direction to correctional inmate labour crews employed in unskilled activities.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

- Position requires a basic knowledge of operation and maintenance requirements for building equipment and related control systems.
- Must be proficient in safe trade related work practices.
- Typically requires some semi-skilled trade-related work experience.

## Organization

### **(Working titles of positions reporting directly to this position.)**

Position has no formal supervisory responsibilities but is required to oversee correctional inmate labour crews.

Last Review / Update: 2016-03-11

# Subsidiary 4

## Benchmark Evaluation - 041MW57

### Identification Section

<b>Working Title:</b>	Fire Equipment Refurbisher
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection, Wildfire Services, Provincial Warehouse, Refurbishing Section
<b>Reports To:</b>	Refurbishing Supervisor, Maintenance Worker 1
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	041MW57
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Maintenance Service Worker
<b>Job Code:</b>	041MW - Maintenance Service Worker 1

### Comments on Role

Position refurbishes non-powered/manual fire equipment and tools used by Forest Protection in fire suppression activities. Role is performed based on established criteria documented in the Fireline Equipment Standards and Maintenance manual.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
B+T1 66	14% 9	R1 10	85

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

- Position requires basic fabrication knowledge and skills, with a mechanical aptitude. Knowledge in some materials handling and forklift operation supports content knowledge at a B+ rating.

**Complexity and Diversity:**

- Duties performed are task specific. Position carries out non-involved standard procedures using equipment and machines that are straight forward to operate.

**Human Relations Skill:**

- Communication skills are used primarily to request or exchange information.

- **Creativity/Problem Solving:**

Tasks performed are of similar nature within standard practices and procedures. Assistance is readily available.

- **Responsibility:**

Primary focus of position is service delivery.

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**Last Reviewed:**

Last Review / Update: 2016-03-11

# Subsidiary 4 Benchmark Job Description - 041MW57

## Identification Section

<b>Working Title:</b>	Fire Equipment Refurbisher
<b>Department:</b>	Agriculture and Forestry
<b>Division, Branch/Unit:</b>	Forest Protection, Wildfire Services, Provincial Warehouse, Refurbishing Section
<b>Reports To:</b>	Refurbishing Supervisor, Maintenance Worker 1
<b>Levels to D.M.:</b>	5

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Fire Equipment Refurbisher refurbishes non-powered/manual fire equipment and tools used by Forest Protection in fire suppression activities. Responsibilities include sorting, inspecting, testing, cleaning, repairing and re-packaging a variety of hand tools, equipment items, materials and supplies.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

- 1. Refurbish and repair fire and other non-powered/manual tools and equipment.**
  - Inspect, test, wash, clean and sort incoming shipments.
  - Repair or replace parts and materials.
  - Repackage items for restocking the warehouse.

2. **Maintain specialized tools and equipment used in refurbishing including retoolers, washers and sharpeners.**
3. **Assist in the development and construction of new equipment items for use in Forest Protection Division.**
4. **Assist in the development of test equipment and procedures.**
5. **Administrative responsibilities.**  
 Complete documentation such as time records and leaves of absence forms.  
 Keep current on safety issues and procedures e.g. safety plans, MSDS, regulations, etc.  
 Review equipment refurbishing literature to stay current on new products and reports.  
 Provide equipment refurbishing input to committees and task forces.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Majority of position's time is spent refurbishing non-powered/manual fire suppression tools and equipment such as axes, shovels, fuel cans, lanterns, water tanks, tents, hoses, pulaskis, etc. Position performs role within established criteria documented in the Fireline Equipment Standards and Maintenance manual.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Contacts are for the purpose of receiving instructions and/or exchanging information.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

- Requires the ability to clean and refurbish non-power/manual tools and equipment.
- Must have basic fabrication knowledge and skills, a mechanical aptitude, and some materials handling and forklift operation skills.
- Requires the ability to use pressure washers, cleaning tools, sharpeners, drills, grinders test equipment, overhead cranes and a variety of air tools.
- Must have basic computer literacy.
- Position requires sufficient language skills to read or verbally converse simple instructions.
- Must be physically fit and capable of long hours of physical labour. Must be capable of lifting 45 lbs.
- Must be able to work extended hours and days during the fire season.

## Organization

### **(Working titles of positions reporting directly to this position.)**

Position has no supervisory responsibilities.

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