

MAINTENANCE ASSISTANT

GENERAL

This is semi-skilled work performing duties of a trades nature up to the level of Journeyman. Incumbents are expected to possess certification in a technical field which is recognized by the department concerned and Management Committee of Cabinet.

Employees will not be automatically reclassified from Trades Helper to Maintenance Assistant until they have met the qualifications and received an acceptable performance appraisal.

TYPICAL DUTIES

Performs building maintenance, construction and operation functions not requiring Journeyman or operating certification.

Performs preventative maintenance construction and repair work on building structures, systems, services and components.

May supervise Trades Helpers, Labourers, Operating Engineers Fifth Class and Building Service Workers.

May take charge of a building, including a heating plant staffed with qualified operators.

May assist Tradespersons or Operating Engineers in the performance of their responsibilities.

Oversees minor work done under contract.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Must have good working knowledge of one or more trades, plant or buildings systems operation and maintenance, construction functions and techniques or specific knowledge and skills relative to job responsibilities.

Ability to operate automotive equipment, machinery, hand or power trade tools, in a safe and efficient manner.

Ability to understand and interpret drawings and written or verbal instructions.

Education, Training and Experience

Grade X or equivalent, recognized by the Manitoba Department of Education.

Minimum of five years' experience as a Trades Helper in assisting a Journeyman in one or more trades.

Proven initiative skill and leadership in work assignments.

May have Journeyman qualifications in a trade related to, but infrequently used in the performance of regular work assignments - lather, sheet metal, machinist, etc.

Must have an acceptable certificate of qualification less than Journeyman or Junior Operating Engineer level related to and practiced in the performance of work assignments; i.e. minimum ten-month technical course at Community College in Refrigeration Mechanics, Construction Trade, Building, Technology, etc.

Oil and Gas Burner Installation and Service Licence.

Restricted Electricians Licence.

Certificate in Welding.

Industrial Instrumentation.

Fifth Class Operating Engineers Certificate.

Physical Standards

Physically capable of performing the duties assigned.