

# Fleming College

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## POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

**Position Title:** Maintenance Worker I

**Position Number:** [Click here to enter text.](#) **Pay Band:** 7

**Reports To:** Manager, Capital Projects

**Appointment Type:** 12 Months      **“Other” Hours Details:** [Click here to enter text.](#)

**Scheduled Weekly Hours (maximum 24 hours per week):** 24

**PDF Completed By (Manager Name):** Manager, Project Fulfillment

**Effective Date:** July 20, 2018      **Last Revision:** [Click here to enter text.](#)

### SIGNATURES

**Incumbent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(indicates incumbent has read and understood the Position Description Form details)*

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)*

**NOTE:** Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

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## PART ONE:

### POSITION SUMMARY

The incumbent performs general maintenance duties throughout all campuses, including furniture assembly, ceiling tile installation, repairs of curtain hardware and furniture, and installing whiteboards and artwork. The incumbent will assist with office moves and event setups and moves items in and out of storage.

### KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<u>General Maintenance/Office Moves</u> Performs a variety of maintenance and repair tasks including, but not limited to: <ul style="list-style-type: none"><li>• Moving items throughout and between facilities</li><li>• Furniture assembly and office setup</li><li>• Repairs of chairs, desk drawers, keyboard trays</li><li>• Painting</li><li>• Light fixture bulb replacement</li><li>• Installing whiteboards, chalkboards, sharpeners and artwork.</li></ul>	80%
2	<u>Event Setups</u> <ul style="list-style-type: none"><li>• Participates in event setups</li><li>• Re-arranges furnishings for special classes or events</li></ul>	10%
3	<u>Outside Maintenance</u> <ul style="list-style-type: none"><li>• Performs snow shoveling and lawn/garden maintenance, as required.</li></ul>	5%
4	Other Duties As Assigned ( <i>do not amend this section</i> )	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

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## PART TWO:

### TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

**Formal Education Requirements:**

Completion of secondary school.

**Field(s) of Study:**

[Click here to enter text.](#)

**Other Vocational Certifications and/or Apprenticeships:**

### EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

**Practical Work Experience:**

More than one year up to three years.

**Additional Skills & Abilities:**

Lifting experience including safety techniques. Understanding of light mechanical assembly and ease of use of various hand tools. Experience with computers and hand held devices. Customer service ability to convey actions to staff, students and various people they would come into contact with in a pleasant and concise manner

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## PART THREE:

### COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

#### Example #1

Task / Activity Removal of office furniture
Description <ul style="list-style-type: none"><li>• Work Order driven</li><li>• Assesses situation, advises Manager of the difficulties and provides possible solution.</li></ul>

#### Example #2

Task / Activity Personal files still in desk
Description <ul style="list-style-type: none"><li>• Contact Manager or designate to inform them. Work out a solution as to next step depending upon Recycle or Shred services.</li></ul>

#### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Routine

How would you describe the complexity of the work?

Some duties are varied and complex.

Describe the business processes used by the position.

Processes are different and unrelated.

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## JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity Special setup orders
Description <ul style="list-style-type: none"><li>• Written and verbal instructions.</li><li>• Safety issues found in course of duties should be addressed where possible immediately or the area secured.</li><li>• Work can be visually checked, mainly "as completed".</li></ul>

### Example #2

Task / Activity Moving Multiple Offices
Description Ability to prioritize in a sequential manner. Attention to detail to ensure there is no mix up of items and belongings.

### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:  
Some choice of action within established limits.

In determining a solution for problems, the incumbent has discretion to:  
Follow specific steps only.

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## **MOTOR SKILLS**

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

### **Example #1**

Task / Activity Repairs using various tools.
Description Must respond to phone calls (i.e. emergencies) at the same time. Use of hand and power tools.

### **Example #2**

Task / Activity
Description

### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:  
Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

<b>Task</b>	<b>% of Time</b>
Use of power tools.	20%

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## PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

### Example #1

Task / Activity Moving furniture
Description <ul style="list-style-type: none"><li>• Must lift, hold and carry furniture and equipment.</li><li>• Ability to load and unload materials and equipment from storage areas and/or vehicles.</li><li>• Ability to lift a minimum of 80 lbs.</li></ul>

### Example #2

Task / Activity
Description

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Lifting, holding and moving medium and heavy objects	40%
Stretching, climbing	10%

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## SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity Repairs using various tools.
Description Must pay attention to detail when repairing furniture, replacing tiles, painting, shoveling snow etc.

### Example #2

Task / Activity
Description

### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Occasional/Recurring

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Repairing furniture, painting, replacing ceiling tiles	20%



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## STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity	Event setups and moves
Description	Setups and moves are frequently completed with tight timelines and relative urgency

### Example #2

Task / Activity	Ceiling tile replacement
Description	Ceiling tiles must be replaced if leaking or stained; urgency will depend on condition of tile

### **Key Considerations:**

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?  
Deadlines are tight OR may periodically change or conflict.

How would you describe the existence of critical deadlines in this role?  
Occasional critical deadlines.

How would you describe the level of interruptions this position faces?  
Interruptions occur regularly but tend to be predictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Event setups and moves	45%	UP (Usually Predictable)
Ceiling tile replacement	5%	TP (Tends to be Predictable)

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## INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity Special setup orders
Description Written and verbal instructions Safety issues found in course of duties should be addressed where possible immediately or the area secured.

### Example #2

Task / Activity Identifying deficiencies
Description In course of work, expected to flag any concerns or issues that require attention such as repairs or replacement of ceiling tiles, light bulbs, etc.

### Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Works within general procedures and past practices.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by exception only.

How frequently is the work checked?

Mostly reviewed at point of task completion.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

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## COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Faculty and Staff	Office moves, furniture requests, picture hanging	Daily
Physical Resources Project Officer	Prioritizing of work; details of work orders	Daily
Manager	Issues, prioritizing work	Daily
College community	Various requests to assist, usually initiated by work orders and subsequently delegated by leader	Daily
		Choose an item.
		Choose an item.

**Key Considerations:**

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:  
Exchanging basic factual information.

What type of involvement does this position have with confidential information?  
Does not typically deal with confidential information.

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## RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

### Example #1

Task / Activity Work orders
Description Work orders are assigned and incumbent follows work orders and makes repairs

### Example #2

Task / Activity
Description

### Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in some workflow disruption, duplication and/or wasted resources.

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## WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Yes	
Outdoor work; seasonal conditions Yes	15%
Other (please specify) Difficult weather conditions (shoveling snow)	5%
Other (please specify) Smelly, dirty conditions	15%

### Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Moderately disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Recurring

If this position is required to engage in business related travel, what is the frequency of the travel?

Occasional (10%-30% of their time in transit)

## SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)