



CRAIGDARROCH CASTLE®

Facility Maintenance Technician – Job Description

POSITION SUMMARY – Wage \$30.60/hour.

Reports to: Restoration Manager

Reporting to the restoration manager, the facility maintenance technician is responsible for overseeing maintenance, housekeeping, and janitorial duties for all Society properties. This position works closely with the restoration manager and operation manager and provides leadership in facility operations.

Duties and Responsibilities:

Maintenance

Monitor building mechanical, electrical systems and provides recommendations for changes, service and/or upgrades required.

Ensure inventories of janitorial/maintenance supplies and equipment are maintained at required levels and submit orders to Restoration Manager for approval.

Responsible for proper maintenance and storage of all supplies, equipment and machinery pertaining to maintenance, restoration and grounds keeping.

Perform daily janitorial and housekeeping tasks as required.

Train and support housekeepers and assist restoration manager with scheduling.

Grounds keeping – provide oversight and assistance to the grounds maintenance company as needed and maintain weed control on the south lawn walkways. Perform daily grounds cleanup (garbage, snow removal) as required.

Perform or assist with general rental property maintenance such as, but not limited to, painting, plumbing and carpentry repairs.

Security and Safety

Has working knowledge of building security and alarms systems.

Assist with building security and alarm systems maintenance and make recommendations for changes/upgrades as required.

Supervise regular servicing/inspection/testing of all security and alarm systems as required.

Work with department heads (restoration, curatorial, operations and ED) to ensure all staff are trained in emergency evacuation procedures and provide necessary safety information to the designated Health and Safety Representative

Is mindful at all times of situations which may compromise public/staff safety, taking prompt steps to alleviate any hazardous conditions.

May be required to respond to afterhours alarm calls.

Other Duties

May be responsible for opening and closing museum, Visitor Centre, and maintenance buildings.

As required, assist restoration manager or technician with in-house construction of items needed for site operations or restoration projects.

Ensure timely servicing of Castle vehicle and report any concerns.

Other duties as required.

EDUCATION & EXPERIENCE

- 5+ years of supervisory experience
- Extensive experience as a janitorial or maintenance worker.
- Demonstrated skills in light carpentry, plumbing, electrical work, painting and equipment maintenance.
- Workplace Hazardous Materials Information System (WHMIS) Certificate Experience a strong asset.
- Ability to perform required physical duties which may include bending, kneeling, reaching, standing for extended periods of time, climbing ladders, lifting and carrying boxes, tools and equipment.