



# CRAIGDARROCH CASTLE®

## FACILITY MAINTENANCE TECHNICIAN - JOB DESCRIPTION

### **Reports to: Building Conservation and Facilities Manager**

Reporting to the Building Conservation and Facilities Manager, the Facility Maintenance Technician is responsible for overseeing and/or undertaking the maintenance, housekeeping and janitorial duties for all Society properties. This position works closely with the Building Conservation and Facilities Manager as well as the Operations Manager and provides leadership in facility operations.

### **Duties and Responsibilities:**

#### **Maintenance**

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

Ensures inventories of janitorial/maintenance supplies and equipment are maintained at required levels and submits orders to Building Conservation and Facilities Manager for approval.

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

Performs daily housekeeping tasks including sweeping, garbage collection, and cleaning of windows at the Visitor Centre admissions area as required.

Trains and supports housekeepers and assists the Building Conservation Manager with scheduling and tasking.

Performs or assists with general property maintenance such as, but not limited to, painting, plumbing and carpentry repairs at the Society's rental and satellite properties.

#### **Grounds keeping**

Provides oversight and assistance to the grounds maintenance company as needed.



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Performs lawn and bed maintenance, hedge trimming, leaf collection, weed control, irrigation maintenance and minor repairs all Society properties.

Performs regular inspection of rodent traps when and where deployed.

Perform daily grounds cleanup of trash and litter, café patio sweeping and hosing, garbage and snow removal as seasonally required.

### **Security and Safety**

Has working knowledge of building security and alarms systems.

Assists with building security and alarm systems maintenance and makes recommendations for changes/upgrades as required.

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

Works with Department Heads (Conservation, Curatorial, Operations and ED) to ensure all staff are trained in emergency evacuation procedures and provides 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 after-hours alarm callouts.

### **Other Duties**

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

As required, assists the Building Conservation Manager or Conservation Technician with in-house construction of items needed for site operations or restoration projects.

As required, assists the Building Conservation Manager or Conservation Technician with projects requiring additional labour support such as traffic control, lifting assistance, and supplies procurement.

Ensures timely servicing of Castle vehicle and reports any concerns.

Other duties as required.



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### **Qualifications**

- 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 interpret drawings, manage schedules, and organize both employees and contractors for a safe and productive workplace.
- 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.
- May be required to wear breathing protection (respirator) or other personal protective equipment.