



JOB DESCRIPTION

TITLE: Maintenance Technician

REPORTS TO: Field Operations Foreman

SUMMARY: A key member of the Mississippi Valley Conservation Authority (MVC) team; the Maintenance Technician ensures a healthy and safe environment by providing general labour services to support and assist in the development and maintenance of Authority assets including conservation areas, water control structures, flood, forecast and warning infrastructure, administrative office and other properties/buildings.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

Maintenance Technicians are required to support one or more of the following areas, as well as perform other related duties as assigned by supervisor. All work, including maintenance, inspection, and operational activities, is to be performed and documented in accordance with standard operating procedures using MVCA approved tools and methods.

Conservation Area Grounds

- Assist in the seasonal opening and closing of Conservation Areas and facilities
- Assist in the set-up and dismantling of equipment and furniture for special events and corporate functions
- Inspect grounds including nature trails for hazards, vandalism, and other liabilities including but not limited to hazard tree identification and tripping hazards
- Carry out corrective actions such as hazard tree abatement
- Conduct minor and major maintenance and replacement of trail infrastructure such as boardwalks, bridges, lookouts, retaining walls and washrooms
- Install and remove safety booms seasonally
- Install and replace signs
- Daily cleaning of washrooms and outdoor privies
- Collect and empty garbage receptacles
- Conduct and document Drinking Water System residual chlorine testing as required
- Conduct and document Playground Inspections

Water Control Structures and Flood Forecasting & Warning (FFW) System

- Assist in the operation and routine maintenance of water control structures
- Conduct spring dam safety inspections to identify maintenance and health and safety issues
- Assist in the construction and installation of new stop logs
- Install and remove water control structure safety booms
- Assist in minor/major water control structure projects and repairs
- Maintain the grounds around and accesses to water control structures and stream gauge buildings
- Assist in the construction, operation and maintenance of FF&W system equipment and related infrastructure
- Assist with the collection of snow course and water level data
- Assist in winter ice monitoring program

- Operate equipment used in the maintenance of water control structures
- Participate in the Stand-by Duty Roster during periods of potential flood emergency to perform water control structure operations
- Respond to flood emergencies

Buildings & Work Yards

- Maintain workshops and works yards in a clean, organized and safe condition
- Provide minor interior/exterior maintenance of all buildings and facilities such as but not limited to painting, changing light bulbs, removing/installing A/C units, snow removal and deicing, and garbage collection and management
- Undertake minor electrical, plumbing and carpentry repairs
- Conduct maintenance checks and carry out corrective actions

Vehicle and Equipment

- Operate and maintain equipment based on manufacturer's specifications
- Assist in the cleaning and minor maintenance of MVCA's vehicles
- Maintain electronic Maintenance Logs for all vehicles and equipment
- Maintain individual vehicle and equipment logs on a daily basis

Capital Projects

- Assist in the construction of major capital projects.

Health and Safety

- Perform work in accordance with the provisions of the *Occupational Health and Safety Act* and its Regulations.
- Perform work in accordance with corporate Health and Safety Policies and Procedures.
- Ensure that all employees under your functional supervision adhere to the OH&S Act.
- Participate in any hazard specific training supplied by MVCA.
- Report any situations that do not meet the requirements of the OH&S Act to your supervisor.

SKILL

EDUCATION/EXPERIENCE:

- Secondary school graduation. Additional specialized training (e.g. Chainsaw, Fall Arrest, Propane in Construction, First aid, etc).
- One to two years of progressive related experience.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic/experience requirements.
- Valid Class G Drivers License and access to a personal vehicle.

COMPETENCIES:

- Experience operating equipment such as tractors and attachments, all-terrain vehicles, boat and trailers, chain saws, brush saws, lawn mowers, electrical powered hand tools, drill press, table saw, radial arm saw, portable generators.

- Experience using electronic maintenance/inspection logs such as Survey 123.
- Functional knowledge of computers, spreadsheets, word processing, and email.
- Working knowledge of applicable occupational health and safety legislation.
- Strong organizational skills.
- Excellent problem-solving skills, collaborative decision-making and analytical skills.
- Communicate effectively and concisely, both orally and in writing.
- Demonstrate integrity, creativity and enthusiasm in achieving results.
- Succeed in a fast-paced environment.
- Work effectively both independently as well as in a team environment.
- Direct activities towards timely completion of assigned tasks.
- Quickly shift priorities and adapt to changes to meet organizational and department requirements.
- Adapt to changes in process, systems and organization structures.
- General knowledge of relevant corporate/departmental policies.

EFFORT

- This is a physically demanding job.
- Regular awkward or heavy physical effort when operating grounds maintenance and construction equipment.
- Extended periods of concentration while operating dangerous equipment.
- Frequently required to navigate difficult or uneven terrain on foot or in vehicles.
- Fatigue resulting from focusing on and juggling multiple accountabilities and priorities, and changed deadlines due to changed weather conditions.

WORKING CONDITIONS

- Work is performed in both an indoor and outdoor environment with exposure to adverse weather conditions and potentially severe conditions in the event of a flood emergency.
- Risk of injury - possibility of fall from heights while operating water control structures; while operating chainsaw, wood chipper, backhoe, or other equipment.
- Occasionally exposed to difficult clientele.
- Frequently required to drive, including in adverse weather conditions.
- Travel is normally within the Mississippi Valley Conservation Authority's watershed, however there may be an occasional requirement for traveling greater distances.
- Required to extend hours of work to meet work demands including occasional peak periods where required to work evenings or weekends.

LANGUAGE

- English.

December 2021