



## **GENERAL MAINTENANCE CREW**

### **Purpose of Position**

To participate in all maintenance, landscape, foreshore and waste management activities necessary for Greater Victoria Harbour Authority (GVHA) properties and facilities to be clean, maintained, well cared for and be safe for public and customer use at all times.

### **Position Links**

Reporting to the Maintenance Supervisor, the General Maintenance Crew person develops and maintains relationships with:

#### **Internal:**

- Director, Operations
  - Maintenance Administrator
  - Maintenance Crew
  - Horticulture Technician
- Manager Marinas
- Other GVHA Corporate and Operations staff

#### **External:**

- Western Stevedoring
- Customers/clients
- Members of the Public

### **Specific Accountabilities**

- Performs light duty repairs to facility assemblies and components as directed that may include carpentry, irrigation repairs or assembly of components
- Collects, cleans and removes all garbage and recycling, leaves, sand, snow (salting/sanding), logs, unknown containers, sharp objects, and graffiti from all GVHA facilities and properties including: water lots, piers, breakwater, floats, ramps, walkways, walls, foreshore, buildings, grounds, workshops, washrooms, signs, posts and parking lots etc.
- Cleans docks, equipment and grounds with a pressure washer
- Visually inspects all GVHA facilities and properties and reports any waste management, maintenance, or safety needs to supervisor
- Ensures a high level of customer service and public safety for all facilities and all activities of GVHA's Maintenance Department
- Demonstrates proficient driving ability of company vehicles, trailers and equipment
- Participates in other cleaning, landscaping and general maintenance activities when required by GVHA

## **Tools/Equipment**

- Operates and maintains tools and equipment including small hand tools, leaf blowers, vacuums, pressure washers, chain saws
- Operates pumpout boat to transport, remove and dispose of black water from moorage customers
- Operates motorized vehicles which includes work truck (with power tail gates), small vessels, skid steers, forklifts

## **Working Conditions**

- Regular, full-time position, 5 days a week, 7:00 a.m. to 3:30 p.m. with a 30-minute unpaid lunch break with weekdays off
- Occasional Statutory holiday coverage will be required
- Possibility of overtime or emergency call-in during special events or inclement weather
- Working primarily in an outdoor setting in all types of weather
- Maintenance shop/office environment
- Working from and around ladders, floats, piers, vessels, and other hazardous conditions
- Physically demanding position which includes regular lifting of objects or garbage cans (up to 50 lbs), including repetitive motions, inclines, and unstable or uneven terrain
- Position involves daily walking of GVHA facilities (including Ogden Point breakwater)

## **Experience and Education**

- Grade 12 diploma or equivalent
- Working knowledge and skills in custodial work and building / facility maintenance
- Experience and knowledge in the safe use of hand and power tools and equipment operation
- Valid Class 5 Driver's Licence and abstract required
- Experience working with the public
- Experience in marina environments an asset
- General construction knowledge an asset
- Pleasure Craft Operator Card is an asset

## **Knowledge, Skills, and Abilities**

- Demonstrates a strong awareness of work and public safety issues and consistently applies it to all maintenance activities
- Demonstrates a willingness to learn and stay informed
- Demonstrates a willingness to participate and perform all operational activities within the department
- Understands and follows procedures and processes
- Strong customer service skills
- Effective communication skills
- Excellent time management skills ensuring set goals are achieved in a timely and safe manner
- Ability to organize and independently manage workload while taking into consideration changing priorities, tight deadlines, volume of work and available resources

- Ability to work well independently or in a team environment
- Ability to contribute and participate in the safety practices of GVHA
- Ability to integrate into team dynamics and participate in events and activities
- Ability to understand and adopt corporate values, mission and vision
- Punctual and reliable