
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Workers

Grid: 9

Class Title: Maintenance Worker I

I. Level Definition

Under close supervision, positions at this level perform manual duties related to the maintenance of buildings, grounds and equipment in compliance with applicable codes and regulations.

II. Typical Duties

- (1) Performs labouring work such as digging trenches and holes, unplugging plumbing fixtures such as sinks and toilets and performing demolition work such as stripping plaster and knocking out walls.
- (2) Cleans roofs, gutters and drains.
- (3) Transports heavy furniture and/or equipment manually and/or using aides such as dollies and carts.
- (4) Mixes building materials such as plaster and concrete.
- (5) Picks up and incinerates garbage.
- (6) Clears snow from walkways and building entrances.
- (7) Assists journeyman by performing duties such as setting out materials, handing and receiving tools and equipment and cleaning up work area.
- (8) Replaces items such as light bulbs, fluorescent tubes and tap washers.
- (9) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Workers

Grid: 13

Class Title: Maintenance Worker II

I. Level Definition

Positions at this level perform maintenance duties related to buildings, grounds and equipment in one or a variety of areas such as electrical, plumbing and painting in compliance with applicable codes and regulations.

II. Typical Duties

- (1) Performs carpentry maintenance such as replacing glides on furniture, removing and replacing door handles and attaching items such as pictures, drapery tracks and baseboards to walls.
- (2) Performs plumbing maintenance such as unblocking waste lines; replacing fixtures such as flush tank mechanisms and faucets; and adjusting pool temperature, water level and chlorine content.
- (3) Under close supervision, performs electrical maintenance duties such as replacing light switches, electric plugs, extension cords, sockets, receptacles and ballasts; fastens boxes and conduits on surfaces. Cleans, greases, oils and replaces filters on motors and replaces motors on appliances such as blenders and mixers.
- (4) Performs painting maintenance such as preparing plaster, wood, metal or other surfaces by scraping, brushing, sanding, burning off existing surfaces and/or removing and replacing wall plates; applying paint and other finishes by brush and/or roller as directed; removes and replaces tiles; makes signs and notices using materials such as stencils.
- (5) Performs mechanical maintenance on equipment such as wheelchairs, beds and carts by cleaning, greasing, oiling and replacing broken and worn parts such as castors and filters; performs engine maintenance such as changing oil, cleaning/replacing spark plugs and checking and topping up battery and other fluids.
- (6) Assists journeyman by performing duties such as cutting materials to specified measurements and drilling and tapping holes.
- (7) Assigns work tasks to designated staff and provides related training and orientation.
- (8) Maintains materials and supplies for assigned area.
- (9) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10, plus one year's recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance
Grid: 16

Class Series: Maintenance Workers
Class Title: Maintenance Worker III

I. Level Definition

Positions at this level perform maintenance and repair duties related to buildings, grounds and equipment in one or a variety of areas such as electrical, plumbing and painting in compliance with applicable codes and regulations.

II. Typical Duties

- (1) Repairs furniture such as tables, cupboards and shelves; repairs items such as walls, doors, floors, ceilings and windows by applying materials such as drywall, wood paneling, floor and ceiling coverings and glass; constructs items such as shelves and cupboards.
- (2) Replaces plumbing fixtures such as sinks and toilets; repairs plumbing fixtures such as water supply lines and waste lines.
- (3) Identifies nature of malfunction of equipment and appliances such as wheelchairs, paging systems, toasters, food mixers and blenders; performs electrical and mechanical repairs by disassembling motors and equipment, cleaning, oiling, greasing and replacing parts such as brushes, elements, bearings, filters and wires and soldering connections; installs items such as timers and switches; performs safety checks on electrical appliances for defects such as faulty wires and improper grounding. Installs receptacles and ballasts and changes circuits under supervision in compliance with applicable codes and regulations.
- (4) Applies paint and other finishes by brush, roller and/or spray; removes and replaces coverings such as tiles, linoleum and carpets.
- (5) Performs maintenance to heavy duty equipment such as sterilizers, washers, dryers and extractors by disassembling equipment, cleaning, oiling, greasing and replacing items such as filters and reassembling equipment as required.
- (6) Assigns tasks to designated staff and provides related training and orientation.
- (7) Establishes and monitors preventative maintenance procedures for related equipment, recommends repairs and purchases as required.
- (8) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10, plus two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Workers

Grid: 20

Class Title: Maintenance Worker IV (Charge)

I. Level Definition

Positions at this level perform maintenance and repair duties related to buildings, grounds and equipment in compliance with applicable codes and regulations; are in charge of the maintenance function carrying out related administrative duties; may supervise Maintenance Workers and/or other designated staff.

II. Typical Duties

- (1) Is in charge of the maintenance function by performing a variety of duties such as recommending renovations to facility, preparing estimates of labour and material costs, and monitoring maintenance contract work to ensure adherence to facility requirements.
- (2) Performs maintenance and repair duties in one or a variety of areas such as electrical and/or painting.
- (3) Monitors expenditures and makes recommendations regarding budget for assigned area.
- (4) Oversees and updates standards and procedures for assigned area.
- (5) Supervises Maintenance Workers and other designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10, plus three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Workers

Grid: 20

Class Title: Maintenance Worker IV (Plant System Repairs)

I. Level Definition

Positions at this level perform mechanical and electrical repairs to plant systems such as heating, air handling and pneumatic tube systems in compliance with applicable codes and regulations; may supervise Maintenance Workers and/or other designated staff.

II. Typical Duties

- (1) Performs mechanical and electrical repairs on systems such as heating, air-handling and pneumatic tube systems by disassembling equipment, replacing parts and changing seals and bearings; reassembles as required.
- (2) Supervises Maintenance Workers and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (3) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10, plus three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance
Grid: 23

Class Series: Maintenance Workers
Class Title: Maintenance Worker V

I. Level Definition

Positions at this level perform trades duties approaching the journeyman level in one or a variety of trades areas such as electrical, plumbing and painting in compliance with applicable codes and regulations; may supervise Maintenance Workers and other designated staff.

II. Typical Duties

- (1) Installs plumbing fixtures and systems such as taps, sinks and toilets by extending and/or changing water supply and waste lines and fitting pipes.
- (2) Performs electrical and mechanical repairs to equipment such as autoclaves, washers, sterilizers and dryers by replacing and/or repairing items such as drive units, electric motors and control valves, changing seals and bearings and installing water lines and drains.
- (3) Constructs items such as walls, doors, floors, ceilings and windows by framing, applying and finishing materials such as drywall, wood paneling and floor coverings; designs and constructs furniture such as desks and tables.
- (4) Performs plastering, painting and decorating by selecting and applying a variety of paint, plaster and wall coverings.
- (5) Supervises Maintenance Workers and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10, plus four years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Groundskeepers

Grid: 13

Class Title: Groundskeeper 2

I. Level Definition

Positions at this level perform duties related to the routine maintenance of grounds and exterior physical plant.

II. Typical Duties

- (1) Prunes, plants and maintains areas such as seasonal flower beds, trees and shrubs.
- (2) Prepares and applies insecticides, herbicides and other solutions.
- (3) Prepares areas such as flower beds, shrubberies and garden plots by fertilizing, weeding and thinning.
- (4) Cleans, sharpens and lubricates tools.
- (5) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 plus one year's recent, related experience or an equivalent combination of education, training and experience.
Valid Applicator's Certificate.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance
Grid: 16

Class Series: Groundskeepers
Class Title: Groundskeeper 3

I. Level Definition

Positions at this level perform gardening and landscaping duties.

II. Typical Duties

- (1) Performs landscaping duties such as designing and laying out flower displays; selecting fertilizer; maintaining flower rotations; ordering items such as flowers, shrubs and trees; sowing and maintaining lawns.
- (2) Selects and applies appropriate solutions; carries out a maintenance control program by spraying areas such as flower beds and shrubberies in order to eliminate insects, diseases, weeds and other problems.
- (3) Maintains and repairs irrigation system and performs minor repair and maintenance on gardening equipment such as changing oil and replacing belts.
- (4) Assigns tasks to designated staff and provides related training and orientation.
- (5) Recommends the purchase of supplies and materials.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program in Horticulture or an equivalent combination of education, training and experience.
Valid Applicator's certificate.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Groundskeepers

Grid: 20

Class Title: Groundskeeper 4

I. Level Definition

Positions at this level supervise designated staff and perform gardening and landscaping duties.

II. Typical Duties

- (1) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, and determining related training and orientation requirements.
- (2) Performs landscaping duties such as designing and laying out flower displays; selects fertilizer; maintains flower rotations; sows and maintains lawns.
- (3) Selects and applies appropriate solutions; carries out a maintenance control program by spraying areas such as flower beds and shrubberies in order to eliminate insects, diseases, weeds and other problems.
- (4) Performs administrative duties such as making recommendations regarding budget for assigned area, preparing estimates of labour and material costs and monitoring gardening contract work to ensure adherence to facility requirements.
- (5) Maintains and repairs irrigation system and performs major repair and overhaul on gardening equipment.
- (6) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program in Horticulture plus two years' recent related experience including six months in a supervisory capacity or an equivalent combination of education, training and experience. Valid Applicator's Certificate.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Groundskeepers

Grid: 23

Class Title: Groundskeeper 5

I. Level Definition

Positions at this level are in charge of the gardening and landscaping function in a large institution who supervises designated staff and perform administrative duties.

II. Typical Duties

- (1) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments and determining related training and orientation requirements.
- (2) Performs administrative duties such as preparing budget for assigned area, preparing estimates of labour and material costs and monitoring gardening contract work.
- (3) Liaises with landscaping contractors.
- (4) Responsible for ordering capital equipment supplies for gardening.
- (5) Performs related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized program in Horticulture as well as three years' recent related experience including one year's supervisory experience or an equivalent combination of education, training and/or experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to operate related equipment.
- (v) Ability to organize work.
- (vi) Ability to supervise.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Supervisors

Grid: 28

Class Title: Maintenance Supervisor I

I. Level Definition

Positions as this level spend the majority of the time supervising Maintenance Workers and/or Groundskeepers; may supervise other designated staff and perform related administrative duties.

II. Typical Duties

- (1) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (2) Reviews work requests and consults with user departments regarding specifications and other project requirements. Estimates material and labour requirements and costs; makes recommendations regarding budget for assigned area.
- (3) Oversees the work of outside contractors to ensure adherence to specifications and other facility requirements.
- (4) Ensures the maintenance and repair of vehicles, machinery and equipment for assigned area; orders materials and supplies and controls stock levels; establishes and monitors preventative maintenance procedures for assigned area.
- (5) Reviews and updates standards and procedures; ensures safety practices and procedures are adhered to. Maintains required documentation.
- (6) Verifies that equipment, materials and projects conform with applicable standards, procedures and by-laws.
- (7) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus five years' recent, related experience including two years in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to read and interpret blueprints and drawings and specifications.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Supervisors

Grid: MA32

Class Title: Maintenance Supervisor II

I. Level Definition

Positions at this level spend the majority of the time performing related administrative duties and supervising designated staff. Performs skilled journeyman work as either a painter or a laundry mechanic in compliance with applicable codes, regulations and established procedures.

II. Typical Duties

- (1) Supervises designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (2) Reviews work requests and consults with user departments regarding specifications and other project requirements. Estimates material and labour requirements and costs; makes recommendations regarding budget for assigned area.
- (3) Oversees the work of outside contractors to ensure adherence to specifications and other facility requirements.
- (4) Ensures the maintenance and repair of vehicles, machinery and equipment for assigned area; orders materials and supplies and controls stock levels; establishes and monitors preventative maintenance procedures for assigned area.
- (5) Reviews and updates standards and procedures; ensures safety practices and procedures are adhered to. Maintains required documentation.
- (6) Verifies that equipment, materials and projects conform with applicable standards, procedures and by-laws.
- (7) Performs skilled work as either a journeyman painter or laundry mechanic.
- (8) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Mechanic or Painter recognized by the Province of B.C. Three years' recent related experience including two years in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to read and interpret blueprints, drawings and specifications.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Supervisors

Grid: MA37

Class Title: Maintenance Supervisor III

I. Level Definition

Positions at this level spend the majority of the time performing related administrative duties and supervising designated staff. Performs skilled journeyman work as either a carpenter, millwright, machinist, plumber, fitter or welder in compliance with applicable codes, regulations and established procedures.

II. Typical Duties

- (1) Supervises designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (2) Reviews work requests and consults with user departments regarding specifications and other project requirements. Estimates material and labour requirements and costs; makes recommendations regarding budget for assigned area.
- (3) Oversees the work of outside contractors to ensure adherence to specifications and other facility requirements.
- (4) Ensures the maintenance and repair of vehicles, machinery and equipment for assigned area; orders materials and supplies and controls stock levels; establishes and monitors preventative maintenance procedures for assigned area.
- (5) Reviews and updates standards and procedures; ensures safety practices and procedures are adhered to. Maintains required documentation.
- (6) Verifies that equipment, materials and projects conform with applicable standards, procedures and by-laws.
- (7) Performs skilled work as either a journeyman carpenter, millwright, machinist, plumber, fitter or welder.
- (8) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Carpenter, Millwright, Machinist, Plumber, Fitter or Welder recognized by the Province of B.C. Four years' recent, related experience including two years in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to read and interpret blueprints, drawings and specifications.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.

FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Maintenance

Class Series: Maintenance Supervisors

Grid: MA42

Class Title: Maintenance Supervisor IV

I. Level Definition

Positions at this level manage projects by planning, scheduling, coordinating and administering maintenance, renovation or construction activities of buildings, grounds and equipment and the work of journeymen in a variety of trades areas.

II. Typical Duties

- (1) Plans, schedules, co-ordinates and administers a variety of maintenance, renovation or construction activities by reviewing work requests, estimating cost and determining the availability of materials and labour and ensures follow up by monitoring project activities.
- (2) Consults with, coordinates scheduling and oversees the work of outside contractors and to ensure adherence to specifications and other facility requirements.
- (3) Supervises journeyman Electricians, Plumbers, Carpenters, Refrigeration/Air Conditioning Mechanics and other maintenance and trades staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
- (4) Reviews and updates standards and procedures; ensures safety practices and procedures are adhered to. Maintains required documentation.
- (5) Verifies that equipment, materials and projects conform with applicable standards, procedures and by-laws.
- (6) Monitors expenditures and makes recommendations regarding budget for assigned area. Evaluates and selects equipment and supplies.
- (7) Establishes and monitors preventative maintenance program for trades and related areas.
- (8) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Certificate of Apprenticeship or Trades Qualification Certificate as a journeyman Tradesperson recognized by the Province of B.C. Five years' recent, related experience including two years in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to read and interpret blueprints, drawings and specifications.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.