



**MAINTENANCE WORKER – CLASS 2 – LONG TERM REPLACEMENT
UNIONIZED POSITION
WORK SCHEDULE 7:00 AM TO 3:45**

I – JOB IDENTIFICATION

- Job Category: Manual Support
- Immediate supervisor: Assistant Director of Material Resources
- Number of people under his supervision: 0

II – SUMMARY JOB DESCRIPTION

The employee is responsible for the physical maintenance of all Villa Maria premises as well as outdoor areas, the transportation of parcels and furniture, and the security of the workplace in accordance with Villa Maria guidelines and policies.

III – DETAILED DESCRIPTION OF JOB DUTIES

- Clean, wash and disinfect various surfaces;
- Maintain outdoor areas (mow the lawn, clean grounds, spread salt, etc.);
- Carry out minor repairs to buildings;
- Ensure the cleanliness of common areas;
- Assists in the safety of the work site by directing traffic in the field;
- Conducts safety tours;
- Responds to requests for service desks assigned to the position;
- **Any other task related to the profile of his position requested by his immediate supervisor.**

IV – DECISION MAKING

- Individual and collective: upon approval of the immediate superior.

RECOMMANDATIONS :

- To the immediate superior.

V – UPDATING TECHNICAL KNOWLEDGE AND SKILLS

- Occasional training
- Required technical knowledge

VI – EQUIPMENTS, TOOLS, DEVICES AND MATERIALS USED

- Computer and Peripherals, Telephone, Internet
- Stepladder & ladder, Toolbox, Mobile cart

VII – QUALIFICATIONS REQUIRED

- High school diploma
- Excellent physical fitness
 - Ability to lift point loads up to 70 lbs.
 - Must be able to stand and walk for long periods of time.

We thank those who apply in advance, but only those selected for further consideration will be contacted.

The use of the masculine gender in this text is intended solely for ease of reading and comprehension and should not be considered a form of discrimination. Titles, statutes or other terms apply equally to women and men, indiscriminately.

Villa Maria subscribes to an equal employment opportunity program. We invite women, people from visible and ethnic minorities, as well as aboriginal people and people with disabilities to apply. If a person with a disability wishes to apply for the position and requires support to do so, please contact us directly.