

EXTERNAL JOB POSTING

| | | | |
|-----------------------|----------------------------------|-----------------------|----------------------------------|
| Position Title | : General Maintenance / Labourer | Rate of Pay | : 24.92 / Hour (Category # 1) |
| Department | : Maintenance Department | Affiliation | : I.L.W.U. Local 517 (C.L.C) |
| Reports to | : Lead Maintenance | Effective Date | : Immediately |
| Status | : Full Time | Date Created | : January 31, 2019 |

POSITION SUMMARY

Reporting to the Lead Maintenance, the General Maintenance / Labourer is a “hands-on position” including but not limited to ground work and landscape, inspection, repair, maintenance, installation and modification of the Port’s civil, electrical, mechanical and electromechanical equipment, assets and infrastructure, both on land and water. The incumbent is also responsible for maintenance of other types of assets under the control of the Nanaimo Port Authority, including but not limited to the following areas: Commercial Inlet Basin, Pioneer Waterfront Plaza, Cameron Island Marina and Visiting Vessel Pier, Swy-a-Lana Lagoon’s walking / Fishing Pier, Nanaimo Assembly Wharves, Main Office, Security Office, Passenger Terminal and Harbour Walkways areas.

MAJOR POSITION ACCOUNTABILITIES

1. Performs basic and preventive maintenance activities within the buildings as well as outside the buildings on Ports lands and docks and ensures that all NPA’s properties, infrastructure and equipment are maintained to a very high standard, in compliance with regulatory requirements and NPA’s policies.
 - Typical duties within the buildings include minor repairs to buildings and equipment including building equipment adjustments, painting, light replacement, furniture moving, cleaning and janitorial services.
 - Typical duties to outside grounds include cleaning of walkways and parking areas, repairs of fixed and floating assets, painting, winter road and area maintenance (salt, sand and snow removal), pressure washing, landscaping (weed eating, lawn maintenance and irrigation).
2. Complete check lists, and other documentation related to maintenance, testing, repair and modifications to the Port’s infrastructure, controlled equipment and facilities and inputs activities into the preventive maintenance spread sheet on daily basis.
3. Adheres to maintenance, testing and installation procedures established as acceptable for equipment under the jurisdiction of the Maintenance Department and assists in the review of existing procedures and the development of new procedures.
4. Complies with all of the Port’s prevention and safety rules, policies and procedures.

MAJOR POSITION ACCOUNTABILITIES (continued)

5. Assists in maintaining an adequate supply of spare parts.
6. Reads and understands technical manuals, drawings and prints.
7. Consults with the Lead Maintenance and VP Asset Management in new installations and repairs to ensure compliance with Canadian Codes requirements and other acceptable installation practices when needed.
8. Assists with environmental clean-up operations and responds to fire and security alarms and other related tasks, as requested.
9. Ensures technical, First Aid and all other certifications are up to date. This includes WHMIS, forklift and elevator platform.
10. Performs other duties as assigned by the Lead Maintenance and VP Asset Management.

INTERACTIONS

Internal - Lead Maintenance
Maintenance Crew
Wharfingers Staff
Patrol Crew
VP Asset Management

External - Port Tenants
Contractors and Regulatory Authorities
General Public

WORKING CONDITIONS

- Works mainly outdoors, in and around all NPA's property, docks and equipment.
- Regular, full-time position (35.00 hours per week).
- Regular working hours are 7:00 AM to 3.00 PM with a one hour lunch break and include Saturday and Sunday. Regular working hours and days may be revised to meet operational needs.
- May occasionally be required to work outside normal working hours.
- Physical ability needed for climbing ladders, working at high heights, including in a bucket truck, lifting and / or pulling heavy objects.
- Some exposure to dirt, oil, noise, wet weather, and cold temperature.

JOB SPECIFICATIONS

Formal Education (minimum requirements)

- Highschool Diploma
- Technical and all other relevant certifications is an asset

Related Experience (minimum requirements)

- Three years of relevant general maintenance experience
- Experience in operating small vessels, forklift, elevator platform, and other Port-related equipment is an asset.

Other Requirements

- Good practical skills to operate a range of ground landscape tools and equipment, hand and power tools and test equipment.
- Good computer skills, including Outlook, Microsoft Word and Excel.
- Demonstrated ability to read and follow drawings, schematics, and technical manuals.
- Able to follow instructions.
- Methodical approach to work practices and the ability to take accurate measurements.
- Demonstrated ability to understand and apply Canadian Codes when necessary.
- Able to work independently without close, direct supervision.
- Good spoken and written communications skills.
- Positive attitude.
- Physically able to perform heavy lifting, pull heavy objects, and climb ladders.
- Values diversity.
- Demonstrated commitment to NPA's Vision and Mission.
- Minimum valid Class 5 BC Driver's Licence.
- Knowledge of preventive maintenance program is an asset.

POSTING PERIOD: Tuesday, February 5 2019
Tuesday, February 19, 2019 at 4:00pm

Apply To: Ms. Arlene Rolston
Corporate Secretary
In person: Administration Offices, 100 Port Drive, Nanaimo, BC V9R 0C7
By mail: Box 131, Nanaimo, BC V9R 5K4