



JOB DESCRIPTION

Facilities Maintenance Technician 1

Department	Community Services Facilities	Reports To	Civic Properties and Facilities Manager Facilities Maintenance Supervisor
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Union	CUPE 2403		

POSITION SUMMARY:

Reporting to the Facilities Supervisor and working under the day-to-day guidance of designated staff, the Facilities Maintenance Technician 1 supports the day-to-day upkeep, repair, and general maintenance of City-owned buildings. This entry-level role is intended to develop foundational building maintenance skills through on-the-job training and supervised work.

The Technician 1 performs routine and lower-complexity maintenance tasks, responds to service requests and work orders, and identifies issues requiring escalation, specialized trades, or higher-level authorization. Work may be performed indoors or outdoors and may involve physical effort, variable conditions, and flexible scheduling including evenings, weekends, and on-call assignments as required.

KEY DUTIES PERFORMED:

1. Routine Maintenance

- a. Perform routine building and facility maintenance tasks under supervision, including minor repairs and basic upkeep.
- b. Carry out general custodial duties such as cleaning, organizing workspaces, and maintaining public and staff areas.
- c. Assist with seasonal maintenance activities.
- d. Assist with receiving, stocking, and tracking maintenance supplies and materials.
- e. Assist with scheduled preventative maintenance tasks under supervision.

2. Building & Facility Inspections

- a. Assist with inspections of City facilities to identify maintenance needs, safety concerns, and equipment issues.
- b. Document observations and report deficiencies, hazards, or service requirements to the Facilities Supervisor.
- c. Support preventative maintenance activities as directed.

3. Work Orders & Service Requests

- a. Respond to maintenance-related service requests and work orders in accordance with established procedures.
- b. Record work performed, materials used and follow-up requirements in maintenance tracking systems.

- c. Escalate issues requiring advanced diagnostics, specialized trades, or authorization beyond assigned limits.

4. Tools, Equipment, & Site Safety

- a. Use hand and power tools safely and appropriately for assigned tasks.
- b. Maintain tools, equipment, vehicles, and work areas in a clean, safe, and organized condition.
- c. Monitor exterior areas for hazards such as ice buildup, trip hazards, or damage and report concerns.
- d. Report damaged, missing, or unsafe tools and equipment promptly.

5. Team Support & Work Direction

- a. Work effectively as part of the facilities and maintenance team.
- b. Follow verbal and written instructions from senior staff, lead hands, or supervisors.
- c. Assist with larger repair projects and facility upgrades as assigned.

6. Health & Safety Responsibilities

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- a. Take reasonable care to protect your own health and safety and the health and safety of others.
- b. Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- c. Perform your work according to established safe work practices.
- d. Use and wear required personal protective equipment (PPE) and safety devices.
- e. Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- f. Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- g. Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Completion of Grade 12 education.
2. Completion of an accredited maintenance certificate or entry level trade program.
3. Valid Class 5 Driver's License.
4. Ability to obtain and maintain applicable Security and/or Reliability Clearance.
5. WHMIS and Occupational First Aid Level 1 (or the ability to obtain upon hire).
6. Basic knowledge of building maintenance practices and safe use of hand and power tools.
7. Ability to follow written and verbal instructions accurately and complete tasks with attention to detail.
8. Ability to work effectively in a team environment and take direction from assigned senior staff.

9. Ability to document completed work and communicate maintenance issues clearly.
10. Physical ability to perform job duties including lifting, bending, climbing, and working in varied weather conditions.
11. Willingness to work flexible hours including evenings, weekends, and on-call shifts as required.

NOTE: The duties listed are not set for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.