

JOB DESCRIPTION

BCGEU

1. Position No. 22190	2. Descriptive Working Title Maintenance Assistant		3. Present Classification Clerk IV
4. Department Northern Region	5. Branch/section Operations	6. Work Location Fully Onsite	Date Revised August 2016; May 2021
7. Position No. of Supervisor 22334	8. Descriptive Work Title of Supervisor Regional Administrative Services Manager		9. Classification of Supervisor Excluded
10. Job Summary:			

Reporting to the Regional Administrative Services Manager, the Maintenance Assistant is responsible for performing a variety of administrative duties relating to the region's operation and maintenance activities. He/she/they performs tendering, contracting and project administration for Modernization and Improvement (M&I) capital projects undertaken in the region. The position acts as a resource and provides training and guidance to other administrative staff.

11. Duties:

1. Performs Maintenance and Operations Administration duties:

- Receives & initiates all requisitions for contracted professional services.
- Sets up and maintains new project and tender files.
- Prepares and issues External Work Order forms to contractors or suppliers for Modernization & Improvement (M&I) repair or maintenance service work within the region. Reconciles invoices submitted for work performed and updates related attributes as applicable.
- Liaises with various departments within BC Housing on project development administrative related issues.
- Liaises with external stakeholders regarding project information, funding and administrative related issues.
- Updates JDE1 and database systems with general project information.
- Compiles reports and verifies data for internal and external stakeholders.
- Assists Maintenance Manager in statistical reporting on all safety systems; HVAC, Elevator, Fire & Safety, Security, Backflow and Asbestos testing.
- Monitors expenses incurred on Ministry and Non-Ministry capital projects, operational purchases, inventory and work orders, reconciling amounts to contracts and purchase orders and prepares invoices.
- Creates, monitors and updates various databases (e.g. regional bidders list).
- Coordinates all paint work orders for the region.
- Enters inspection reports, warranties and statistical data in JDEI Preventative Maintenance Tracking System for the regional portfolio.
- Monitors service contracts, blanket orders and standing purchase orders for expiry date and accumulated values as well as identifies and arranges for change orders.
- Receives incoming vouchers, matches them to Purchase Orders/Work Orders, enters and verifies goods and services received in the Regional Office or Site offices, checks extensions and totals, guards against duplicate payments, codes vouchers for signature by the spending authority, closes Purchase Orders and Work Orders, and processes vouchers for payment, including Builder's Lien and Deficiency Holdbacks.

- 2. Completes Tendering And Construction Contract Documentation For Maintenance & Improvement Capital Program:**
 - Prepares and processes verbal, invitational and public tender documentation for release to external service contractors (i.e. Addendums, Progress Invoices, Change Orders, Inspection Reports, Substantial Completion, Contractor & Consultant Evaluations etc.) and circulates to appropriate in house departments.
 - Formats and compiles the Project Manual, when applicable, which includes the Summary of Work, design drawings and specifications as well as the formal Instructions to Bidders, General Requirements, Bid Form and supplementary general conditions.
 - Prepares and processes mandatory site meeting documentation and advises all participants as to day and time of meetings and tender openings.
 - Attends invitational and public tender openings and acts as Recording Secretary for tender meeting minutes and submissions.
 - Prepares and issues Addendums to all tender participants as per direction from Maintenance Manager or NPPM/PPM.
 - Prepares formal Notice of Award, Notice of Regret letters for all regional invitational and public tenders.
 - Tracks and records all documentation submissions for any service provider or supplier under contract with BCHMC and performing work within the region (i.e. WCB compliance, valid General Liability Insurance etc). Coordinates proper submissions directly with each provider or supplier.
 - Maintains tender and financial logs, reconciles outstanding transactions within approved budget and investigates irregularities.
 - Obtains financial and technical recommendations at post-tender where applicable.
 - Updates internal JDEI program with attributes and coding for various capital and repair tender information.
 - Compiles reports and verifies data for internal and external stakeholders.
 - Ensures all expenses and costs are included and generates final expenditure documents upon completion of projects.

- 3. Acts as a resource for regional staff:**
 - Provides training and guidance to other administrative staff in the absence of the Regional Administrative Services Manager, and when staff are assisting with maintenance and operations administration and M&I project administration duties
 - Provides expertise in JDE 1, including technical support and training.
 - Provides specialized word-processing and spreadsheet advice and support

- 4. Provides relief for other clerical positions as required.**

- 5. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

STAFFING CRITERIA

BCGEU

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4. Education, Training and Experience		

Secondary school graduation and completion of a number of post-secondary courses in business or program administration.

Completion of courses relating to program/project, contract and accounting administration.

Considerable progressive experience in a comparable and highly computerized environment. Sound experience in construction project and contracting administration.

Or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge of program/project, accounting, and contract administration, including invitational and public procurement and tendering practices.
 - Sound knowledge and understanding of accounting processes and excellent attention to detail.
 - Sound knowledge of standard word processing, spreadsheet, database and other relevant applications
 - Some knowledge of construction processes, cash flow, budgeting and scheduling.
 - Ability to read and review tender documents, change orders and other contract documentation
 - Ability to work independently as well as function effectively in a team environment.
 - Ability to organize and prioritize work to meet deadlines in a fast paced environment, while responding to numerous diverse and shifting challenges without compromising the quality of the work.
 - Ability to exercise tact, diplomacy and good judgment when dealing with a broad range of audiences.
 - Ability to find and implement creative and practical solutions to problems.
 - Ability to travel by car or airline on Commission business
 - Strong analytical, research and problem-solving skills.
 - Strong initiative and follow through skills.
 - Excellent communication and interpersonal skills.
 - Excellent oral and written communication skills, with solid command of English grammar, punctuation and spelling.

6. Occupational Certification
