



Role Description

L'ARCHE ASSOCIATION OF LETHBRIDGE

1. Title

Maintenance Person

2. Summary of Role

The Maintenance Person is responsible for attending to the care and maintenance of all L'Arche Lethbridge's buildings, grounds and vehicles. This is a part time position, at minimum .25 FTE.

3. Accountability

The Maintenance Person is accountable to the Community Leader.

4. Core Expectations and Desired Skills

It is expected that the Maintenance Person will:

- 4.1 Accept and support the Identity and Mission of L'Arche as outlined in the International Charter of L'Arche (May 1993), L'Arche International Identity and Mission Statement (October 2008) and the mandate of L'Arche Lethbridge.
- 4.2 Demonstrate the technical ability to assess and address the maintenance needs of the community.
- 4.3 Demonstrate initiative to respond to the maintenance needs of the community.
- 4.4 Demonstrate capability and availability to respond to maintenance-related emergency needs of the community.
- 4.5 Demonstrate knowledge of services and providers available in the city of Lethbridge.
- 4.6 Demonstrate good skills and habits of communication and collaboration.
- 4.7 Respect and support the traditions and rhythms of life of the Homes and of L'Arche Lethbridge.
- 4.8 Develop healthy, respectful and appropriate relationships with members of the community.
- 4.9 Assist in creating an environment that maintains what is known by the Core Members living in the household and is culturally appropriate.
- 4.10 Commit to the following core policies of L'Arche Lethbridge: Confidentiality, Code of Conduct and Conflict Management.
- 4.11 Demonstrate an ability to work with members of the Administrative and Leadership Teams and with the teams in the Homes.

5. Required Responsibilities

It is expected that the Maintenance Person will:

- 5.1 Be responsible for ongoing maintenance of L'Arche Lethbridge's buildings and property.
- 5.2 Work with the Community Leader to prioritize completion of projects and ensure projects are completed within the budget of the community.
- 5.3 Work with the Administrative Team to ensure compliance with Building Codes, Fire Safety and Accommodation Standards.
- 5.4 Inform homes of scheduled maintenance visits and ensure completion of the work including clean up.
- 5.5 Meet regularly with the Community Leader and other members of the Leadership and Administrative Teams as required.
- 5.6 Empower and teach others as needed.

6. Qualifications

- Criminal records check.
- Previous experience in building and vehicle maintenance.

7. Authority

The Maintenance Person has the authority to carry out responsibilities within this role description.

8. Evaluation

The Maintenance Person is evaluated annually by the Community Leader.

Updated November 9, 2016; July 13, 2017; July 11, 2019; May 11, 2022; December 19, 2022.