



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.23

DEPARTMENT: *Maintenance*

SUBJECT: *Maintenance Job Assignments*

APPROVAL DATE: November 2022

REVISION DATE:

REVIEW DATE:

POLICY:

Job assignments (routines) will be developed for Maintenance personnel to ensure a consistent standard of service delivery.

PROCEDURE:

The Manager of Corporate Facilities or designate will:

1. Develop a detailed assignment for all maintenance staff.
2. Ensure assignments are dated and communicated to all staff and are easily accessible at all times.
3. Supervise the completion and expertise of all work assignments as part of the Management Plan.
4. Update assignments to reflect change to work allocation and special projects as required.