



Provincial Job Description

TITLE:
(021) Maintenance Services Worker

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Operates and performs general maintenance for facility/plant systems and equipment.

QUALIFICATIONS:

- ◆ **Grade 10**
 - ◆ **Fireman's certificate**
 - ◆ **Refrigeration or Pool Operator certificate, where required by the job**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Organizational, communication and interpersonal skills**
- ◆ **Intermediate knowledge of tools and equipment, required for the job**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous:** **Twelve (12) months previous experience in a maintenance environment (e.g., commercial or industrial).**

KEY ACTIVITIES:

A. Maintenance

- ◆ Performs minor plumbing and electrical repairs within code requirements.
- ◆ Performs minor carpentry repairs, painting, dry walling.
- ◆ Performs preventative maintenance.
- ◆ Repairs and maintains patient equipment (e.g., mobility devices, beds and wheelchairs).
- ◆ Performs minor repairs and maintains mechanical equipment (e.g., pumps, fans, motors, boiler and associated equipment, kitchen/laundry/housekeeping equipment).
- ◆ Monitors and performs minor maintenance for air-conditioning equipment (e.g., filters, belts).
- ◆ Repairs and maintains bottled medical gas systems, centrifuges, fume hoods.
- ◆ Performs minor welding and fabricating (e.g., shelf brackets, hand rails), where required by the job.
- ◆ Installs minor equipment.
- ◆ Operates and maintains ventilation units and boilers/accessory equipment, where required.
- ◆ Performs minor repairs and adjustments to building systems.
- ◆ May monitor and respond to a computerized system (e.g., alarms).

B. Groundskeeping

- ◆ Mows, trims, prunes.
- ◆ Weeds and plants.
- ◆ Performs pest/rodent control.
- ◆ Applies pesticides, where trained and required on the job.
- ◆ Fertilizes and irrigates.
- ◆ Removes snow and ice.
- ◆ Repairs and maintains grounds equipment.

C. Project / Renovation Work

- ◆ Coordinates contract work.
- ◆ Coordinates and participates in facility renovations.

D. Related Key Work Activities

- ◆ Operates vehicle (e.g., delivers/picks up mail, linen, supplies/ specimens).
- ◆ Provides security services (e.g., entrances, parking lot checks, scanners, monitors, fire drills).
- ◆ Cleans work area and disposes of waste (e.g., biohazardous, as per departmental procedures and policies, general).
- ◆ Maintains inventory (e.g., orders supplies, ships/receives).
- ◆ Provides occasional guidance to the primary function of others, including training.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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