



Provincial Job Description

TITLE:
(021) Maintenance Services Worker

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

- ◆ Performs general maintenance and repairs for facility/plant systems, equipment, grounds and buildings.

QUALIFICATIONS:

- ◆ Grade 10
 - ◆ Fireman's certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Knowledge of tools and equipment
- ◆ Valid driver's license
- ◆ Refrigeration certificate, where required by the job
- ◆ Pool Operator certificate, where required by the job

EXPERIENCE:

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

KEY ACTIVITIES:

A. Maintenance

- ◆ Performs preventative maintenance
- ◆ Performs carpentry repairs, painting, drywalling
- ◆ Repairs and maintains patient equipment (e.g., mobility devices, beds and wheelchairs)
- ◆ Installs, repairs and maintains mechanical equipment (e.g., pumps, fans, motors, kitchen/laundry/housekeeping equipment).
- ◆ Performs repairs and maintenance on air-conditioning equipment (e.g., filters, belts, coils).
- ◆ Repairs and maintains bottled medical gas systems, centrifuges, fume hoods, water softeners.
- ◆ Performs plumbing and electrical repairs up to code.
- ◆ Performs welding and fabricating (e.g., shelf brackets, hand rails), where required by the job.

B. Groundskeeping

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

C. Facility Operating Systems

- ◆ Repairs and maintains ventilation units and boilers/accessory equipment.
- ◆ May monitor and respond to a computerized system (e.g., alarms).
- ◆ Performs repairs and adjustments to building systems.

D. Related Key Work Activities

- ◆ Maintains and operates vehicles (e.g., delivers/collects mail, linen, supplies/specimens).
- ◆ Provide transportation for client/patient/residents utilizing handivan, where required.
- ◆ Provides security services (e.g., entrances, parking lot checks, scanners, monitors, fire drills).
- ◆ Cleans work areas and disposes of waste (e.g., biohazardous, general).
- ◆ Maintains inventory (e.g., orders supplies, ships/receives).
- ◆ Receives, responds to work orders and records maintenance logs.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Coordinates contract work and participates in facility renovations.
- ◆ Processes work orders, maintains documentation and records
- ◆ Ensures all work complies with CSA infection control standards.

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 5, 2013