



# Provincial Job Description

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**TITLE:** (200) Facility Maintenance & Operator      **PAY BAND:** 13

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Operates and monitors computerized building control systems and maintains facility/plant systems and equipment. Independently performs repairs/installations on a wide variety of complex building systems and equipment.

**QUALIFICATIONS:**

- ◆ Building Systems Technician certificate
  - ◆ 5th Class Power Engineer certificate, where required by the job

**KNOWLEDGE, SKILLS & ABILITIES:**

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

**EXPERIENCE:**

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Building / Plant Systems**

- ◆ Operates and monitors computerized building control systems.
- ◆ Operates, services and maintains plant systems (e.g., boilers up to 5<sup>th</sup> Class, chillers, HVAC and associated equipment).
- ◆ Monitors critical alarm systems.
- ◆ Monitors and maintains facility systems (e.g., fire, call, security, parking, emergency power, pneumatic and electronic systems).

### **B. Equipment / Systems Maintenance**

- ◆ Independently performs repairs/installations other than those requiring a plumbing or electrical permit.
- ◆ Repairs and maintains patient equipment (e.g., mobility devices, beds, wheelchairs).
- ◆ Repairs and maintains mechanical equipment (e.g., pumps, fans, motors, boiler and associated equipment, kitchen/laundry/housekeeping, sterile processing equipment).
- ◆ Repairs and maintains grounds equipment (e.g., lawnmowers, snow blowers).
- ◆ Repairs and maintains air-conditioning equipment.
- ◆ Repairs and maintains mechanical medical gas systems, centrifuges, fume hoods.
- ◆ Performs welding and fabricating.
- ◆ Performs electrical and plumbing repairs up to code requirements.
- ◆ Performs carpentry repairs, painting, drywalling.

### **C. Preventative Maintenance**

- ◆ Performs preventative maintenance on all equipment, apparatus and facility infrastructure.
- ◆ Maintains maintenance logs and records.
- ◆ Enters and retrieves information from computerized maintenance systems.

### **D. Construction / Renovation**

- ◆ Leads projects and acts as a liaison with contractors.
- ◆ Installs/assists with facility/equipment upgrades and enhancements (e.g., electrical, mechanical, plumbing, carpentry, locks, flooring, painting, cabling).

**E. Related Key Work Activities**

- ◆ **Maintains grounds and removes waste, where required by the job.**
- ◆ **Provides security services (e.g., entrances, parking lot checks, scanners, monitors, fire drills).**
- ◆ **Installs and maintains signage.**
- ◆ **Assembles equipment.**
- ◆ **Maintains inventory and supplies.**
- ◆ **Maintains pool, where applicable.**
- ◆ **Water testing, where applicable.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Processes work orders, maintains documentation and records.**
- ◆ **Ensures all work complies with CSA Infection Control Standards (e.g., air flow testing in isolation rooms).**

*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:***

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***SGEU:***

***SAHO:***

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***Date: June 05, 2013***