



Provincial Job Description

TITLE:
(348) Head Maintenance Worker

PAY BAND:
15

FOR FACILITY USE:

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. Coordinates workflow and maintains facility/plant systems and equipment.

QUALIFICATIONS:

- ◆ Building Systems Technician certificate
 - ◆ Fireman's or 5th Class Power Engineering certificate as required by the Boiler and Pressure Vessels Safety Act

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Valid driver's license
- ◆ Refrigeration certificate, as required by the job
- ◆ Pool Operator certificate, where required by the job

EXPERIENCE:

- ◆ **Previous:** Eighteen (18) months previous experience in a Maintenance Department to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ Coordinates and assigns department workflow.
- ◆ Organizes department meetings and in-services.
- ◆ Documents department work completed, including work of other maintenance staff.
- ◆ Maintains master schedule and schedules staff.
- ◆ Corrects and verifies payroll.
- ◆ Provides input into hires, interviews and performance appraisals and performance reviews.
- ◆ Ensures staff receives orientation and training.
- ◆ Verifies and approves budget expenses according to department guidelines.
- ◆ Authorizes inventory of parts.
- ◆ Directs and coordinates preventative maintenance program.
- ◆ Processes/codes invoices and purchase orders.

B. Building / Plant Systems

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

C. Equipment / Systems Maintenance

- ◆ Independently performs complex repairs/installations other than those requiring a plumbing or electrical permit.
- ◆ Repairs and maintains patient equipment (e.g., beds, wheelchairs, lifts).
- ◆ Repairs and maintains mechanical equipment (e.g., pumps, fans, motors, boiler and associated equipment, kitchen/laundry/housekeeping 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 within Code requirements.
- ◆ Performs carpentry repairs, painting, dry walling.

D. 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.

E. 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, flooring, painting, cabling).

F. Related Key Work Activities

- ◆ Sources new products and contacts suppliers for parts/replacement equipment.
- ◆ 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 orders supplies.
- ◆ Maintains pool, where required by the job.
- ◆ 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 05, 2013