



# *Provincial Job Description*

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***TITLE:***  
**(433) Medical Equipment Coordinator**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Coordinates repairs to biomedical equipment throughout the SHA with service providers and end users. Operates and monitors computerized building control systems and maintains facility/plant systems and equipment. Independently performs major repairs/installations on a wide variety of complex building systems and equipment.

***QUALIFICATIONS:***

- ◆ **Building Systems Technician certificate**
  - ◆ **5<sup>th</sup> Class Power Engineering certificate, as required by the Boiler and Pressure Vessels Safety Act**
  - ◆ **Power Engineering License issued pursuant to the Boiler Pressure Vessels Safety Act**

***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 Plant Operator certificate, where required by the job**

## ***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience working in a maintenance environment with biomedical equipment and training.**

## ***KEY ACTIVITIES:***

### **A. Coordination/ Administration**

- ◆ **Coordinates repairs and preventative maintenance to biomedical equipment with service providers and end users.**
- ◆ **Coordinates biomedical equipment maintenance and replacement ensuring inventory is available for planned maintenance.**
- ◆ **Documents and reports repairs/preventative maintenance to service providers.**
- ◆ **Monitors service agreements.**
- ◆ **Informs staff and equipment users of upgrades and operational changes to medical equipment (e.g., medical advisories, correction notices, new/removal of equipment).**

### **B. 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, emergency power, pneumatic and 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).**
- ◆ **Repairs and maintains mechanical equipment (e.g., pumps, fans, motors, boiler and associated equipment, kitchen/laundry/environmental services equipment).**
- ◆ **Repairs and maintains grounds equipment (e.g., lawnmowers, snowblowers).**
- ◆ **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, drywalling.**

**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.
- ◆ Performs safety and calibration tests on medical equipment, when authorized by primary service provider.

**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**

- ◆ Maintains grounds and removes waste.
- ◆ Provides security services (e.g., entrances, parking lot checks, scanners, monitors, fire drills).
- ◆ Installs and maintains signage.
- ◆ Assembles equipment.
- ◆ Maintains inventory and supplies.
- ◆ Maintains swimming pool, where applicable.
- ◆ 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.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: January 18, 2023*