



# *Provincial Job Description*

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

**PAY BAND:**  
**14**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Coordinates repairs to biomedical equipment throughout the region 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
  - ◆ Refrigeration certificate, where required by the job
  - ◆ 5<sup>th</sup> Class Power Engineering 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

**EXPERIENCE:**

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

## ***KEY ACTIVITIES:***

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

- ◆ Coordinates repairs and preventative maintenance to biomedical equipment with service providers and end users.
- ◆ Coordinates biomedical equipment maintenance and replacement throughout the region 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 throughout the region (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/housekeeping 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, 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.
- ◆ 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: February 4, 2014*