



POSITION DESCRIPTION

POSITION TITLE: MAINTENANCE REGIONAL TRADESPERSON ELECTRICIAN

DEPARTMENT: FACILITIES MANAGEMENT

CLASSIFICATION: ELECTRICIAN

UNION: MGEU – FACILITY SUPPORT

STD. GRP#: 92

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER, FACILITIES MANAGEMENT

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Manager, Facilities Management, the Maintenance Regional Tradesperson Electrician is responsible for the maintenance of the physical plant, buildings and grounds. The Maintenance Regional Tradesperson Electrician performs electrical related duties on equipment and fixtures, works well with other maintenance staff in a preventative maintenance program, policy development as well as the ordering and controlling of supplies. The incumbent will be required to work and travel to other facilities within the Interlake – Eastern Regional Health Authority (IERHA). The position of Maintenance Regional Tradesperson Electrician functions in a manner consistent with and supports, the mission, vision and values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Supervise other maintenance staff within the facility by scheduling and assigning duties.

- Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, snow removal, remodelling, HVAC, plumbers, and cleaning.
- Performs assigned repairs, emergency and preventive maintenance.
- Completes maintenance and repair records as required.
- Reviews assigned work orders.
- Estimates time and materials needed to complete repair.
- Maintains an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum.
- Assists in the maintenance work of the facility and grounds.
- Completes major and minor building renovations including general carpentry, painting, plastering, electrical, plumbing, pneumatic or electronic controls, and equipment maintenance.
- Receives goods to the facility, ensuring proper storage and handling of all hazardous products, ensuring that correct documentation is available.
- Observe all applicable electrical regulations made under the provincial and federal statutes, and municipal by-laws.
- Orders all necessary supplies and materials to complete tasks.
- Coordinates and follows up on biomedical inspections.
- Completes scheduled maintenance reports as required.
- Maintains a record of all scheduled inspections and activities by inputting and updating data into a computerized maintenance system.
- Maintains the building lighting and power systems, including element and ballast repairs or replacement.
- Assists in Continuous Quality Improvement activities to ensure service excellence.
- Ensures an efficient and effective delivery of maintenance services and supports maintenance to ensure a safe environment for all patients, residents, staff and visitors.
- Ensures compliance with the Regional Health Authority's policies and procedures.
- Provides on call services as required, including returning after hours for emergency repairs and services.
- Responds quickly to emergency situations, summoning additional assistance as needed.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 education with previous building maintenance experience and hold a current interprovincial Red Seal Electrician License. Maintenance experience in a health care facility an asset. A combination of other education and related job experience may also be considered.

REQUIRED KNOWLEDGE:

- Knowledge and ability to interpret and understand Canadian electrical codes and building codes.

EXPERIENCE REQUIRED:

- Minimum five (5) years' experience as a journeyman interprovincial electrician in a commercial setting.
- Demonstrated experience and skills in general carpentry, plumbing, painting, plastering, electrical, pneumatic and electronic controls and equipment maintenance.
- Previous supervisory experience an asset.

SKILLS/COMPETENCIES:

- Good written and verbal communication skills with a demonstrated ability to read and interpret complex instructions, including manufacturers' directions.
 - Must have basic computer literacy skills. Previous experience with a computerized maintenance system an asset.
 - Ability to read and interpret blue prints and electrical schematic/ DDC drawings.
 - Must be able to effectively use the required tools for the trade.
 - Good organizational and interpersonal skills with the ability to work and maintain positive working relationships in a multidisciplinary team environment.
 - Ability to work independently with minimal supervision.
 - Must be able to meet the physical demands of the job including stooping, standing, walking, climbing stairs/ladders and ability to lift/carry heavy loads of 50 lbs. and crawlspace work.
 - Valid drivers license, level 5 minimum is required.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
February 2017
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.