



POSITION DESCRIPTION

POSITION TITLE:	MAINTENANCE WORKER
DEPARTMENT:	MAINTENANCE
CLASSIFICATION:	MAINTENANCE WORKER II
UNION:	MGEU - FACILITY SUPPORT
STANDARD GRP:	90

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	FACILITY MANAGER AND PHYSICAL PLANT LEAD HAND
POSITIONS SUPERVISED:	MAINTENANCE WORKER II IF APPLICABLE

POSITION SUMMARY

Under the direction of the Facility Manager and Physical Plant Lead Hand the Maintenance Worker performs assigned duties to ensure the effective maintenance of the facility, equipment and grounds at their designated health care facility. The position of Maintenance Worker 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:

- Completion of the daily, weekly and monthly maintenance schedules as set up by the Facility Management team.
- Maintains the facility grounds in an acceptable manner including grass cutting, weed control, flower planting and snow removal ensure all exits and entrances are free from ice and snow, particularly those pertaining to emergency evacuation routes.
- Completes major and minor building renovations including general carpentry, painting, plastering, electrical, plumbing, pneumatic or electronic controls, and equipment maintenance.
- Carry out monthly fire drills, generator test and complete the Fire Drill Report as set up by the Facility Manager.

- Ensures security of buildings. Control keys and maintains record of key system.
- Will perform water sample analysis collection for testing by outside authority.
- Completes scheduled maintenance reports as required.
- Maintains a record of all scheduled Preventative Maintenance Inspections and activities and input updated data into a computerized maintenance system.
- Participates in Continuous Quality Improvement activities to ensure service excellence.
- Ensures compliance with the Interlake-Eastern Regional Health Authorities policies and procedures.
- Provides on-call services as required, including returning after hours for emergency repairs and services.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Uses personal protective equipment as required.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other related duties as directed.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 or equivalent

REQUIRED KNOWLEDGE:

- Minimum two (2) years related experience.
- Previous experience in facility maintenance. Maintenance experience in a health care facility an asset. A combination of other education and related job experience will also be considered.
- Experience in other trades would be an asset.

EXPERIENCE REQUIRED:

- Demonstrated experience in supervision.
- Demonstrated experience and skills in general carpentry, plumbing, painting, plastering, electrical, pneumatic and electric controls and equipment maintenance.
- Previous experience with a computerized maintenance system an asset.

SKILLS/COMPETENCIES:

- Good written and verbal skills with a demonstrated ability to read and interpret complex instructions, including manufacturers directions.
- Good organizational and interpersonal skills with the ability to work and maintain position working relationships in a multi-disciplinary team environment.
- Ability to work independently with minimal supervision.
- Must have basic computer literacy skills.
- Good physical and mental health to meet the demands of the job.
- Valid Manitoba Class "5" driver's licence

- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record.
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WORK CONDITIONS

- May be required to work extended hours.
 - May involve exposure to extreme heat, cold radiation, toxic materials, noise, allergens, etc.
 - May encounter aggressive and/or agitated patients/residents/staff/visitors.
 - 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.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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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 adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (“WHMIS”) and adheres to procedures for handling and storing controlled substances as described in Material Safety Data Sheets (“MSDS”).
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the region’s Fire, Disaster and Evacuation Plan.
- Ensures an efficient and effective delivery of maintenance services and supports the maintenance of a safe environment for all patients, residents, staff and visitors.

PATIENT SAFETY

- Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
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Created: _____
Date

Revised: _____
March 2022
Date

Approved by: _____
Regional Manager/Supervisor _____
Date

Approved by: _____
Regional Lead/ CEO _____
Date

Reviewed by: _____
Regional Lead, 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.