



POSITION DESCRIPTION

POSITION TITLE:	PHYSICAL PLANT – LEAD HAND
DEPARTMENT:	FACILITIES MANAGEMENT & CAPITAL PLANNING
CLASSIFICATION:	PHYSICAL PLANT – LEAD HAND
UNION:	MGEU – FACILITY SUPPORT
STD GRP. #	NO MATCH

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, FACILITIES MANAGEMENT
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Manager, Facilities Management, the Physical Plant - Lead Hand will be responsible for maintaining the building, grounds and equipment at their designated health care facility and the supervision of Physical Plant – Workers’ work assignments or providing unique services as assigned. The position of Physical Plant – Lead Hand 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 Director, Physical Plant Services.

- Completion of the preventative maintenance on all equipment in the facility as set up by the Director, Physical Plant Services (i.e.: HVAC systems, Patient Care, Kitchen Housekeeping and Laundry).
- Responsible for the remedial action and documentation as to the completion of the maintenance work requests written in the maintenance log book.
- Responsible for facility shipping and receiving, and the delivery of the mail, parcels and putting away of supplies delivered to the facilities.
- Responsible for the up keep of the grounds in summer and winter (i.e: grass cutting, tree pruning, snow clearing and the cleaning of entrances and sidewalks).
- Responsible for the pick up and disposal of garbage and recyclables and ensuring that these areas are kept clean and sanitary at all times.
- Ensures that all patching, painting, carpentry repairs, plumbing and electrical repairs are completed or that the Director, Physical Plants Services is informed if the job is too complex.
- Carry out monthly fire drills, generator test and complete the Fire Drill Report as set up by the Director, Physical Plant Services.
- Must be familiar with the health facility's Fire, Disaster and Evacuation Plans and Procedures, WHMIS, Workplace Health and Safety and participate as required to do so.
- Ensures security of buildings. Control keys and maintains record of key system.
- Will perform water sample analysis collection for testing by outside authority. (Kin Place PCH only).
- Tests reverse osmosis unit monthly.
- Test boiler loop water, condenser and chilled water loops and water softener tests as required.
- Supervision of maintenance department, including assessing priority of job assignments and supervision of Physical Plant - Workers, in absence of the Director, Physical Plant Services.
- Works responsibly and effectively with outside contractors, providing integral facility information as needed or required.
- Attends weekly Clinical Team Manager meetings, and works closely to achieve facility goals.
- Follows Manitoba Health Long Term Care Standards, CSA Standards where applicable, Department of Labour Legislation as required.
- Assists Physical Plant - Workers at other sites as required.
- Other related duties as assigned.
- 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 duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 or equivalent

REQUIRED KNOWLEDGE:

- General knowledge and/ or practical experience in the maintenance and operations of a health care facility or public building.

EXPERIENCE REQUIRED:

- Minimum 3 years related experience
- Experience in other trades would be an asset
- Computer experience would be an asset

SKILLS/COMPETENCIES:

- Ability to follow instructions and understand complex equipment (i.e. HVAC operation, fire alarm and sprinkler systems, etc.)
 - Must be in good physical and mental health to meet the demands of the position.
 - Ability to work on own initiative and supervise other maintenance staff and prioritize work as required.
 - Ability to work cooperatively with others in safe and courteous manner.
 - Excellent verbal and written communication skills, with a high level of accuracy.
 - Ability to resolve conflict using resources available.
 - Ensure patient and facility confidentiality at all times.
 - Valid Manitoba Class 5 drivers license.
 - Mental and physical ability to meet the demands of the position.
 - 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

- 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.
 - No hazardous or significantly unpleasant conditions.
 - 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 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 facilities' 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: _____
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.