



---

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	REGIONAL HVAC CONTROLS TECHNICIAN
<b>DEPARTMENT:</b>	FACILITIES MANAGEMENT
<b>CLASSIFICATION:</b>	ELECTRICIAN
<b>UNION:</b>	MGEU – FACILITY SUPPORT
<b>STD. GRP#:</b>	92

---

## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	MANAGER, FACILITIES MANAGEMENT
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

---

## POSITION SUMMARY

Under the direction of the Manager, Facilities Management, the Regional HVAC Controls Technician is responsible for the operation, inspection, testing and servicing of the direct digital controls (DDC) and associated equipment for heating, ventilation and air conditioning in hospitals and personal care homes throughout the Interlake-Eastern Regional Health Authority region. The regional tradesperson, controls technician will be required to work and travel to other facilities within the Interlake – Eastern Regional Health Authority (IERHA). The position of Regional HVAC Controls Technician, 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:

- Troubleshoot and resolve operation and maintenance problems related to building DDC and pneumatic systems.

- Install, modify, diagnose, test, repair, and calibrate DDC controllers related to the building HVAC systems.
- Installation of low voltage wiring.
- Experience with DDC, PLC or similar Ladder-Logic programming is an asset.
- Provide operation strategies for maximum energy savings while providing reliable service and tracking of energy savings.
- Respond to emergency situations related to HVAC outages in order to minimize disruption to life safety systems and program operations.
- Perform duties in accordance with applicable safety, environmental, codes and regulatory rules.
- Work with other team members to troubleshoot and repair system failures.
- Completes scheduled maintenance and maintains records as required.
- Reviews and completes 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.
- Assists with minor building renovations
- Observe all applicable codes and regulations made under the provincial and federal statutes, and municipal by-laws.
- Orders all necessary supplies and materials to complete tasks.
- 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.
- 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.
- 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 education with previous building maintenance experience.
- Certificate in Electrical Engineering Technology from a recognized institute.
- Certificate in Certified Engineering Technology from recognized institute.
- Class M Electrical license.

**EXPERIENCE REQUIRED:**

- Minimum five (5) yrs. experience as a certified control technician.
- Knowledge of Niagra, Reliable and Johnson Metasys DDC control systems an asset.
- Previous experience in a healthcare environment.

**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.
  - Experience with Microsoft Office programs.
  - 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 Class 5 drivers license.
  - 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 satisfactory pre-employment security check.
  - Satisfactory employment record.
- 

**WORK CONDITIONS**

- The incumbent functions independently 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.
- 

**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: February 3, 2020  
Date

Revised: February 20, 2020  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources \_\_\_\_\_  
Date