

Position Title: Maintenance Worker

Department: Long Term Care

Reports To: Building Service Supervisor

Purpose

Reporting to the Building Services Supervisor, the maintenance worker fulfils maintenance responsibilities effectively and efficiently while implementing full safety precautions and in accordance with assigned work areas and schedules.

The Maintenance Worker is required to perform their duties in a manner that is consistent with the Core Values of the home that supports the 'Colour It' resident led philosophy of care to ensure resident safety, and demonstrate customer service excellence.

Responsibilities

General

- Performs general mechanical maintenance to building and operating equipment;
- Minor building repairs i.e. painting and janitorial duties as assigned;
- Maintain all floors in a clean, safe condition;
- Carry out routine preventative maintenance schedules and take a pro-active approach to maintain all equipment in good working order and repair;
- Maintain interior and exterior facilities in good working order and repair;
- Maintain grounds in a safe and attractive condition as appropriate during all seasons;
- Provide building security as required;
- Maintain in good working order all gas fired equipment, boilers, hot water and all heating and cooling systems;
- Monitor water temperatures and water treatment equipment
- Repair residents items if feasible and practical
- Perform basic plumbing and electrical functions as required;
- Perform other duties as required to maintain the building, equipment and grounds in good condition;
- Receiving delivery of Home supplies and goods and deliver to proper destination;

- Participate in all relevant fire and safety drills and practices for residents and staff;
- All other related duties as assigned.

Quality Management

- Participates in all aspects of the Quality and Risk Management program as it pertains to maintenance;
- Contributes to the development of recommendations for corrective action.

Occupational Health & Safety

- Advises supervisor or designate immediately of all staff incidents that may result in an Occupational Accident Claim, any concerns with the physical plant, incidents or injuries and completes required reports;
- Follows all health and safety policies and procedures. Work safely to reduce the risk of injury to self, co-workers and residents;
- Wears personal protective equipment as designated;
- Maintains a clean, safe environment for residents utilizing infection control principles;
- Maintains a sound working knowledge of their roles and responsibilities during all emergency situations when working different shifts.
- Contributes to the development of recommendations for corrective action.

Family & Resident Relations

- Contributes to positive customer service with residents and families in day to day work;
- Deals tactfully and courteously with residents, resident's family, visitors and staff in a positive manner.

Ministry of Health Compliance

- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis.

Qualifications

- Grade 12 diploma or equivalent
- A working knowledge or current trade certificate for heating, plumbing, electrical, electronic controls and building maintenance skills;
- Three years' experience in a maintenance in a commercial/industrial or institutional environment;

- Mature and reliable, punctual, and sensitive to resident needs, sound judgment, ability to maintain confidentiality, commitment to responsibilities.
- Essential Performance Skills required; Physically capable of meeting demands of the position, ability to trouble shoot a wide variety of equipment;
- Computer skills including Excel/Word/Outlook.

Working Conditions

- Modern facility, temperature controlled, smoke free environment
- Hours of work include scheduled shifts and call-ins, and may include day, evening, weekdays and weekend shifts. There is a requirement to work statutory holidays and be available for call in when required;
- Required to meet deadlines;
- Work is in a home-like medical care area and requires interaction with residents and their families. The workplace is fast paced, with frequent disruptions and distractions, while meeting preset deadlines. Must be flexible to changing needs of the residents, staff and operational issues, as they are presented;
- Physical activity forms parts of the duties.
- Sits and walk intermittently throughout workday; stoops and climbs in inspecting, working and directing work; handles and manipulates tools and equipment.
- Works in all areas throughout the building that are occupied by residents, staff and visitors;
- Exposure to weather elements, as duties will include those exterior to the building.
- Work at height's, with appropriate training
- Ability to work independently

Identified Hazards

- Potential exposure to bodily fluids through regular Resident contact;
- Some stress resulting from dealing with Resident care needs, behaviours and time pressures;
- Exposure to unexpected behaviours of Residents (i.e. yelling, swinging of arms, aggressive behaviours, etc.)
- Exposure to Occupational Diseases of Residents (i.e. Influenza)
- Required to work with chemicals that may be hazardous.

Contacts

Internal Working Relationships

Building Services Supervisor, front line staff, Residents

External Working Relationships

Families, Contract Service Providers

Impact of Error

Errors may lead to ineffective performance and may result in injury to self, others and residents and may result in loss of confidence and credibility of the home.